

Arise CMS

Provider Management Module

03/25/2024



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INTRODUCTION

The purpose of the childcare management system is to assist the childcare centre in providing a professional service to its consumers. It's all about efficiently managing day-to-day tasks so that you have more time for your children and parents. The ARISE CMS will be contributing to better serve OFC's mission of providing services to support, promote, and provide safe, quality early childcare and education for young children. The ARISE CMS will be used primarily by the Childcare Assistance and Referral (CCAR) and Community Education and Provider Services programs to support this mission.

Key business functions that CMS will support include:

- Case Module
- Provider Module
- Tools
- Admin
- Attendance
- Reimbursement
- Integration with Provider Access
- Integration with Family Portal

LOGIN PAGE

Logging onto the CMS portal, user lands on the following login page. Authorized users with their respective credentials can login to the CMS portal and perform the tasks assigned to them.



Figure 1: CMS Application Login Page

HOME PAGE

The landing page/ Home Page of the ARISE CMS is the screen displaying dashboard which provides users an overview of the work assignments, notifications, and pending approvals.

The dashboard consists of three blocks:

- 1. Tasks: Consists of all the tasks assigned to logged in user
- 2. Notices: Consists of all the notifications from different workflows
- 3. Recently Cleared: Consists of all items which user cleared.
- 4. Messages: Consists of all the messages received.

Home Case Provider Reimbursen	nent Admin DataInsi	ghts			🔒 System Admin 🚽
Dashboard					
	Tasks O	i	Notices 0	 €	Recently Cleared
View Tasks	0	View Notices	0	View Recently Cleared	0
					Messages O
Supervising Workloads	٥	View Schedule	٥	View Message	0
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Figure 2: CMS Application Home/Landing Page

PROVIDER MODULE

PROVIDER SUB-MODULE

Provider Search

By clicking on the 'Provider' link in the menu bar, the user will see a search for a provider screen by default. The search page will enable the user to search for a provider using one or more search criteria. Search can be initiated based on various factors such as Last Name or First Name.

e Case Provider Reinbursement			
Jers Facilities Profile Approvals Facility	Applications Subsidy Applications Incid	lent Reports	
Provider Search			
Search Criteria			
Provider Status	Team	Provid	ler ID
Select	▼ Select	▼ Provi	ilder ID
Provider Last Name	Provider First Name	Date Of Birth	FEIN/SSN
Last Name	First Name		FEIN/SSN
Legal Entity Type	Phone	Email	Business Name
Select 🔻	Phone	Email	Business Name
City	Region	County	Zip Code
City	Select	▼ County	•
Contact Last Name	Contact First Name		
Last Name	First Name		
Search Clear			



Search Page with Provider Record Found

The successful search results will be displayed on the Search Results Summary Grid under the following headers:

- Provider ID
- Name
- Provider Level
- Contact Information
- Address
- Phone
- FEIN#
- Legal Entity
- SSN

The user can click on the appropriate 'Provider ID' hyperlink on the grid to access the Demographic details of the record or follow steps from section – <u>1.2.1 How to review provider profiles?</u>

Provider Status	Team	Provi	der ID
Select	▼ Select	▼ Pro	vider ID
Provider Last Name	Provider First Name	Date Of Birth	FEIN/SSN
Last Name	First Name		FEIN/SSN
Legal Entity Type	Phone	Email	Business Name
Select	▼ Phone	Email	Business Name
City	Region	County	Zip Code
City	Select	 County 	•
Contact Last Name	Contact First Name		
Last Name	First Name		

Figure 4: Provider Search Results

Search Page with No Provider Record Found

If a search does not result in any matching records found, the system will display a message indicating that "No Providers Found". The user can dismiss the message and either perform a new search or click the 'Create Provider' button (which would be enabled – refer to Note below) to create the provider.

Note: The 'Create Provider' button will be enabled when a user searches for a provider by entering the following details (in no order) and the application returns zero matches:

- Last Name
- DOB

Provider Status		1	Team			Provider ID			
Select		•	Select		•	Provider ID			
Provider Last Name		Provider First Nam	ne	Date Of Birth			FEIN/SSN		
Last Name		First Name				Ť.	FEIN/SSN		
Legal Entity Type		Phone		Email			Business Name		
Select	•	Phone		Email			Business Name		
City		Region		County			Zip Code		
City		Select	•	County		•			
Contact Last Name		Contact First Nam	e						
Last Name		First Name							

Figure 5: No Provider Results

How to review provider profiles?

- 1. Log in as an Authorized User, which has role-based access for the initial approval process for provider license applications.
- 2. Click on Provider Module
- 3. Click on Profile Approvals sub-module. You will be navigated to a screen displaying Submitted Provider Profiles for approval:

viders Facilities F	Profile Ap	provals Facility Appli	ication	s Subsidy Applications	Inci	dent Reports		
Submitted Pro	ofile Ap	provals						
Provider Name	Ŧ	Provider Type	Ŧ	Business Name	Ŧ	Email	▼ Address	Ŧ
Jayton, Carter D		Relative				Carter@sharklasers.com	4566 Alabama 59, Foley, AL 36535, Baldwin	

Figure 6: Submitted Provider Profiles

- 4. Click on Provider name hyperlink, to review the respective provider profile. You will be navigated to screen displaying Provider Details
- 5. Click on 'Action Needed' hyperlink displayed under 'Profile Approval' in navigation checklist
- 6. Review the information submitted by visiting all left navigation tabs
- 7. Click on 'Approve' if the submitted information is relevant

OR

8. Click on 'Send for Correction' in case the information needs any updates from the provider

1. PROVIDER DETAILS SCREEN

Home Case Provider Reimbursement	Admin DataInsights								👌 System Admin -
Providers Facilities Profile Approvals Faci	lity Applications Subsidy Applications Incid	ent Reports						Jaxto	n, Carter D (P00021)
Provider Datails Point of Contact Details Account Details Uiplaaded Documents	Provider Details							_	Pending
Facility Management									
Generate Documents	First Name		Middle Name			Las	st Name		
Assignments	Canta	D : (D) /					87(0)1		
Messages	Carter@sharklasers.com	02/03/2002		e*	Male		7		
Audit Log	Language Preference	CLIONIZOL	EEIN/SSN						
	English	•	555-55-5556			•			
	Profile Approval								
	Team								
	Autauga Licensing Team								•
	User	Name		Role		Team Role			
	Provider Assignments								
	Add Add Licensing Child Care Consultant								
	User	Name		Role		Provider Assignm	ent		
	CMAProviderSpecialist	CMA Provider Specialist		CMA Provider Special	list	CMA Provider Sp	ecialist	Edit Delete	
	Save Send To Worker Send For Correction D	ery 🔳 🦻							
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Figure 7: Provider Details Screen

On the 'Provider Details' screen, the user will be able to see an application wizard, where the status for the sections of the application will be displayed: i.e. **Creation of account, Profile approval, License application, Classrooms, Staff, Capacity, Background Checks, Facility Inspection** and **License Approval**:

Profile Setup	Profile Setup Initial Application - Advanced Quality Assisted Living (F00001)													
+	0	B	B	-	*	_	Q	15	Ø	\$	0			
Create Account	Profile Approval	Create First Application	License Application	Classrooms	Staff	Capacity	Background Checks	Facility Inspection	License Approval	Facility Rates	Subsidy Application			
⊘ Completed	Action Needed		⊘ Completed	⊘ Completed	⊘ Completed	⊘ Completed		Action Needed	Action Needed	Pending	Pending			

Figure 8: Application Wizard

Changing 'Provider Status' on 'Provider Details' screen:

Users are also able to change the provider status on the Provider Details page by following below steps:

1. If the user's status is 'Active' they can be made '**Inactive'** by clicking the 'Inactive' button under Provider Status tab.

Home Case Provider Reimburseme	at Admin Datainsights						🔒 System Admin 👻
Providers Facilities Profile Approvals	acility Applications Subsidy Applicate	ons Incident Reports					A B SKF Inc (P00001)
Drevidar Datalla	Profile Setup	Initial Application - Advan	ced Quality Assisted Living (F00001)				_
Point of Contact Details Background Check Account Details		te First Application Clas	Image: strooms Image:	Q Eackground Checks Completed Action Needed	Icense Approval \$ Action Needed Pending	Subsidy Application Pending	
Uploaded Documents Facility Management Payments	Provider Details						
Generate Documents Assignments	Provider Status						
Notes Messages Audit Log	Inacivate 🗖 🄊						

Figure 9: Inactive Button

2. If the user's status is 'Inactive' they can be made '**Active'** by clicking the 'Reactivate' button under the Provider Status tab.

Arise	Home	Case	Provider	Reim	nbursement A	Admin								SystemAdr
Providers	Facilities	Profile A	pprovals	Facility	y Applications S	Subsidy Applicat	ions Inciden	t Reports						Gomez, Rodrigo (P0000
Pro Up Fac	ovider Details loaded Docum cility Managem	ents			Initial Application	Create Account	Profile Approval Completed	E License Application Pending Client	Classrooms	Staff ⊘ Completed	Capacity © Completed	Eacility Inspection	ELicense Approval	
Re Ge Ass No	imbursement S nerate Docum signments tes	Summary ents			Provider Sta	atus								
Au	dit Log				Reactivate									



3. If the user's status is 'Pending' then they can be made '**Active'** or **'Inactive'** by clicking the 'Activate' or the 'Inactivate' button under Provider Status tab.

Arise	Home	Case	Provider	Reir	mbursement A	Admin									SystemAdmin
Providers	widers Facilities Profile Approvals Facility Applications Subsidy Applications Incident Reports											Beilsa, Marcelo (P00001) Pending			
Pn Ba Up	ovider Details ackground Che bloaded Docum	ck nents			Initial Application	Create Account	Profile Approval Action Needed	License Application Pending Client	Classrooms Pending	Staff Pending	Capacity Pending	Facility Inspection Pending	License Approval Pending		
Fa Re Ge As No Au	acility Managen eimbursement : enerate Docum ssignments otes essages udit Log	ient Summary ients			Provider Sta	itus Inactivate	2								

Figure 11: Active/Inactive Buttons

4. The workflow as well as the history is detailed in this section.

Workflow:

Provider Status	
Activate Inactivate I	
Workflow	
Pending SystemAdmin	2 Active
SystemAdmin	

Figure 12: Workflow

<u>History:</u>

Provider Status		
Activate Inactivate 🔳 🔊		
History		
Step: Pending - Action:		
SystemAdmin 12/06/2023 11:56:34 AM		

Figure 13: History

Profile Approval:

Authorized logged in user shall be able to select a 'Team' which would automatically pre-populate the details of the team. Viz., User, Name, Role and Team Role.

rofile Approval			
Feam			
HQ Team			
User	Name	Role	Team Role
DirectorofLicensing	Licensing, Director	Director Of Licensing	

Figure 14: Profile Approval

They may also be able to add a Provider Assignment by selecting a **User** and **Provider Assignment** from the dropdown list.

Regarding profile approval, the user can click on 'Send for Correction' button and add comments for the provider. This would trigger a notification for the provider to make required changes for profile approval.

Send for Correction:

- 1. Enter the required changes in comments text box (Refer Figure 15: Send for Correction)
- 2. Click on 'Send for Correction' button.

Profile Ap	oproval						
Team							
Select -							•
User			Name		Role		Team Role
Provider A	ssignments						
Add	Add Licensing Child Ca	re Consulta	int				
User	1	Name		Role		Provider Assignment	
Save Send For	Correction Cancel	I	3				
Commen	nts					•	

Figure 15: Send for Correction

2. BACKGROUND CHECK

This screen captures the background check information about the Provider.

Home Case Provider Reimburseme	ent Admin DataInsigh	its											음 System Adr	min -
Providers Facilities Profile Approvals	Facility Applications Sul	bsidy Applicatio	ons Incident Rej	ports									A B SKF Inc (P0)0001) Active
Descrides Dataila	Profile Setup			Initial Application	n - Advanced Qua	lity Assisted Liv	ing (F00001)							
Provider Details Point of Contact Details Background Check Account Details	+ Create Account Profile © Completed Action	e Approval n Needed (te First Application	License Application	on Classrooms © Completed	Staff Scompleted	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	Ecense Approval Action Needed	\$ Facility Rates Pending	Bubsidy Application Pending		
Uploaded Documents Facility Management Payments	Background C	Check												
Generate Documents	Background Check ID	Name	Background Chec	k Status Disp	osition Status D	isposition Date	Suitability/ Ur	suitability Letter		CBC	Document	CA/N Docur	ment	
Notes	BC000001	Brook, Harry	Active	Suita	ible		BackgroundC	heckStaffSuitabilityL	etter20240626-003	1538.pdf Supp	ortingDocument.d	ocx SupportingE	DocumentCPR.docx	
Messages Audit Log	H 4 1 F F	Show All											1 - 1 of 1 items	

Figure 16: Background Check Page

Clicking on background check ID navigates the user to additional information regarding the Background Check:

Provider Case Provider Reinioursen	Facility Amilia Catanogus	inne i herident Denerte							
Providers Facilities Profile Approvals	Facility Applications Subsidy Applicat	ions Incident Reports							
Provider Details Point of Contact Details Background Check Account Details	Profile Setup Creste Account © Completed Action Needed	First Application Completed	Ication - Advanced Qual Sication Ieted © Completed	Ity Assisted Living (F Staff C © Completed © C	apscity Background Chec ompleted © Completed	ks Facility Inspection Action Needed	Clicense Approva Action Needed	S Facility Rates Pending Pe	Application nding
Uploaded Documents Facility Management Payments	Background Check Deta	iils							
Generate Documents Assignments Notes	Provider Details - Brook, Harry								>
Messages Audit Log	Criminal Background Check								~
	CBC Received Date	CBC Issued Date	CBC Expiration Da	ate CE	C Result	Approved	CBC Attachmer		
	Current Checks 08/21/2024	08/18/2024 08/28/2029			t Substantiated	Yes	SupportingDoc	ument.docx	View
	H 4 1 H Show A								1 - 1 of 1 items
	Add Child Abuse and Neglect Regi State Name CA/N Received D	stry ate CA/N Issued Date C/	VN Expiration Date C	A/N Result Has T	his Person Lived in Multiple	e States in Last 5 Year	rs? Approved	CA/N Attachment	
	Current Checks 08/28/2024	06/16/2024 06	/28/2029	No No			Yes	SupportingDocumentC	PR.docx View
	× < 1 > × Show A								1 - 1 of 1 items
	Disposition								~
	Disposition Status Suitable	▼ Dispositio	n Determination Date 24		Suitability Letter Date 06/28/2024		Suit	ability Expiration Date //28/2029	
	Disposition Letters								~
	Disposition Status Person Name Suitable Licensing and	& Role Subsidy Training Manager, C	MA Eligibility Specialist	Disposition 08/26/2024	Determination Date	Suitability Letter Date 08/28/2024	Suitability	Letter Expiration Date	Suitability Letter
	K < 1 > N Show A	I							1 - 1 of 1 items
	Background Check Criminal Background Check Child Abuse and Neglect Registry Disposition	Check							
	Completed 🔳 🤊								

Figure 17: Background Check Details

3. POINT OF CONTACT DETAILS

This screen has the Point of Contact Details

Facility Applications Subsidy Applications Incident Reports All MAPPlications All Mapplications And POOL Active	Home Case Provider Reimburser	nent Admin DataInsights									ළ sy	stem Admi
Provider Details Provider Details Provider Details Provider Details Background Check Account Details Ucense Approval Create First Application Crea	Providers Facilities Profile Approvals	Facility Applications Subsidy A	oplications Incident R	eports							A B SK	F Inc (P000 Acti
Proticel Details • • • • • • • • • • • • • • •	Providor Dotails	Profile Setup		Initial Application -	Advanced Qua	lity Assisted Liv	ing (F00001)					_
Add POC Detail Add POC Detail Notes Name Contact Type DOB Gender Image: Contact Type Audit Log Met 4 0 b M Show All Show All No POC Added.	Point of Contact Details Background Check Account Details Uploaded Documents Facility Management Payments Generate Documents	Create Account Create Account Create Account Create Account Action Needed Point Of Contact	Create First Application	Completed	Classrooms	Staff	Capacity © Completed	Q Background Checks © Completed	Raciilty Inspection Action Needed	Cicense Approval Action Needed	\$ Facility Rates Pending	Subs
Messages Audit Log No Onliad: type DOB Gender	Assignments Notes	Add POC Detail	Control Toro				DOD		Quadra			
	Messages Audit Log		how All				DOR		Gender		No POC Add	led.



4. ACCOUNT DETAILS

This screen details out the Provider's account details.

Home Case Provider Reimburseme	ent Admin Da	talnsights									ළ Sy	stem Adr	nin -
Providers Facilities Profile Approvals	Facility Applications	Subsidy App	lications Incident Re	∍ports							A B SKI	= Inc (P0(0001) ctive
Brouider Details	Profile Setup			Initial Application	- Advanced Qual	lity Assisted Liv	ving (F00001)						
Point of Contact Details Background Check Account Details Uploaded Documents Facility Management Payments	+ Create Account © completed	Profile Approval Action Needed	Create First Application	ELICENSE Application	Classrooms © Completed	Staff Completed	Capacity © Completed	Q Background Checks <i>Completed</i>	Facility Inspection Action Needed	Clicense Approval Action Needed	\$ Facility Rates Pending	Subs	
Generate Documents	Account Type	Payment Metho	d on File Payment Met	hod Updated Date	Billing Address			N	lailing Address				
Notes	Saving	~	6/26/2024 12	:35:42 AM	1111 10TH ST	REET SE, MON	NTOGOMERY, A	AL 36104-0000 1	111 10TH STREET	SE, MONTOGOM	ERY, AL 36104-	0000	
Messages Audit Log	H 4 1	> > Sho	w All								1 - 1 of 1 ite	ems	

Figure 19: Account Details

5. UPLOADED DOCUMENTS

The Uploaded Documents section lets the user view documents uploaded by the provider for their application.

How to view a document?

- 1. Click on the respective document name hyperlink.
- 2. The document will be downloaded for user's viewing.

Home Case P	Home Case Provider Reimbursement Admin DataInsights												👌 System Adm			
Providers Facilities	s Profile	Approvals	Facility Application	ns Subsidy App	olications Incident I	Reports							A B SK	F Inc (P0000		
Drowider Details			Profile Setup			Initial Application	Advanced Qua	lity Assisted Liv	ring (F00001)					_		
Provider Details Point of Contact I Background Cher Account Details	Details eck		+ Create Accour Completer	Profile Approval Action Needed	Create First Application	License Application	Classrooms	Staff Staff	Capacity Capacity	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed	\$ Facility Rates Pending	Subs		
Uploaded Docum Facility Managem Payments	nents ment		Uploade	d Documer	its											
Generate Docum	nents		Document Na	ame		Description				Uploaded I	Uploaded Date Uplo					
Notes			SupportingDo	ocument0.docx		Business Registration document					6/26/2024 12:35 AM Br					
Messages			SupportingDo	ocument1.docx		Tax Id Letter				6/26/2024	12:35 AM	Broc	Brook, Harry			
Audit Log			SupportingDo	ocument2.docx		Facility Legal Entity form				6/26/2024	6/26/2024 12:35 AM Br					
			SupportingDo	ocument3.docx		Background Check A	uthorization For	m		6/26/2024	12:35 AM	Broc	k, Harry			
			H 4 1	► ► Sh	IIA wo								1 - 4 of 4 it	ems		

Figure 20: Uploaded Documents

3. Facility Management

The facility management screen displays all facilities under the selected provider.

How to view a facility?

- 1. Click on the respective Facility ID hyperlink.
- 2. User is taken to the Facility Details screen under Facilities sub-module (Under Provider Module)

Home Case Provider Reimburseme	ent Admin D	ataInsights									ළ Sy	stem Admi
Providers Facilities Profile Approvals	Facility Application	ns Subsidy App	plications Incident Re	eports							A B SK	F Inc (P000
Provider Details	Profile Setup			Initial Applicat	ion - Advanced Qua	lity Assisted Liv	ving (F00001)					_
Point of Contact Details Background Check Account Details Uploaded Documents	+ Create Accourt ⊙ Completed	Profile Approval Action Needed	Create First Application	License Applica	tion Classrooms classrooms completed	Staff Completed	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	CLicense Approval Action Needed	\$ Facility Rates Pending	Subs
Facility Management Payments	Facility	lanagemer	10									
Assignments	ID	Type Name			Address				Licens	e Number	Subsidy Status	5
Notes	F00001	Center Advan	iced Quality Assisted Livir	ng	7789 Southwest Fre	eway, Houston	, AL 87978-987	9, Houston			Non Subsidy	
Messages Audit Log	H 4 1	► H									1 - 1 of 1 ite	ems

Figure 21: Facility Management

4. PAYMENTS

This section displays Provider's Past and Pending payments, along with the Adjustments.

Home	Case	Provider	Reimburser	ment	Admin Dat	alnsights									ළ Sy	stem Admin 👻
Provide	rs Facili	ties Profi	le Approvals	Facil	ity Applications	Subsidy App	plications Incident Re	ports							A B SK	Finc (P00001)
	rovidor Dotr	ile			Profile Setup			Initial Applica	ion - Advanced Qua	lity Assisted	Living (F00001)					
P	oint of Cont ackground (.ccount Deta	act Details Check ils			+ Create Account © Completed	O Profile Approval Action Needed	Create First Application © Completed	License Applica	tion Classrooms d Ocompleted	Staff Staff	Capacity Capacity Capacity	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed	\$ Facility Rates Pending	Subs
F	lploaded Do acility Mana ayments	cuments gement			Payments											
G	enerate Do	uments			Adjustments											
N N	lotes lessages				Add Reimburse	Add Reimbursement: Registration Fee School Closure Extended Stay Unscheduled Attendance										
A	udit Log				Add Recovery:	Reimburseme	ent Recoupment Provid	ler Payments								
					Created Da	ate 🕹		Туре	Facility		Amount		Balance	Sta	tus	
					K K O Fayment Adjustments Found.											ind.
					Paid Paymen	ts										
					Service	e Period		Т	/pe	Facility		Amount		Status		
					H 4 0	Image: A state of the state										ınd.
					Pending Pay	ments										
					Туре		Facility			Amo	unt		Status			
					M 4 0	► ► Sh	ow All							Nol	Payments Fou	ind.

Figure 22: Provider Payments

5. GENERATE DOCUMENTS

The 'Generate Documents' screen allows user to generate provider related documents and download it.

Home Case Provider	Reimbursement	Admin Data	Insights									ළ s y	vstem Admin 🔸
Providers Facilities Profil	e Approvals Fac	lity Applications	Subsidy App	lications Incident R	eports							A B SK	F Inc (P00001)
Provider Details		Profile Setup			Initial Application	Advanced Qua	lity Assisted Liv	ring (F00001)					Active
Point of Contact Details Background Check Account Details		+ Create Account © Completed	O Profile Approval Action Needed	Create First Application	License Application	Classrooms O Completed	Staff Staff Completed	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed	\$ Facility Rates Pending	Subs
Uploaded Documents Facility Management Payments		Generate	Documen	ts									
Generate Documents Assignments Notes		Document Temp	late				*						
Messages Audit Log		Generate Docu	ment								Ad	dd Manual Doc	ument
		Document H	istory										
		Document Na	me	▼ Gener	ated/Uploaded Date	Time			Y Published By		▼ Status	T	
		R 4 0	► ► S	Show All						Ν	lo Documents R	Records Foun	d.

Figure 23: Generate Documents

How to Generate Documents?

- 1. Click on 'Generate Documents' on left navigation pane.
- 2. Select a document to be generated from the list of documents in the dropdown
- 3. Click on 'Generate Document'. Generated document will be displayed in the 'Document History' grid
- 4. Click on Document Name hyperlink to download the document

Document History										
NOTE: Document that needs to be hand delivered need to be u	iploade	d in the upload document section	n onc	ce the final notice	s served/delive	ed.				
Generated Document	T	Generated Date/Time	U	Jser T	Published By	T	Issue/Received Date	T	Published Document	
Appendix E - Application Denial Letter20240403-082245		04/03/2024 08:22:45 AM	S	SystemAdmin						Edit
K All Show All									1 - 1	of 1 items

Figure 24: Document History

6. ASSIGNMENTS

The assignments screen displays the following details:

- 1. Team: The team grid displays the Team Name, Users in the team, Name of the users and Role assigned to individual team members
- 2. Provider Operator Assignments: The case assignment grid displays the user and their roles in the reviewing an assigned case.
- 3. Workflow Process Assignments: This section represents the workflow steps, Assignment and Assigned User
- 4. Workflow Instances: This section represents the workflow instances, and the steps within each workflow along with their status.

The screen appears, as seen below:

Home Case Provider Reimburseme	nt Admin Datalnsights				🔒 System Admin -
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports				A B SKF Inc (P00001)
Provider Details Point of Contact Details	Profile Selup Profile Selup Profile Approach Profile Approach	ed Guality Assisted Living (f50001)	Kr S CD Kone Approxi Factor Radio Application		Adhe
Account Details Uploaded Documents Facility Management	Complexed Action Needed © Complexed © Complexed © Complexed Action Needed © Complexed © Complexed	npresed @ Compresed @ Compresed Action	Naoded Action Needed Pending Pending		
Payments Generate Documents					
Assignments	- Select -				
Notes Messages	User	Name	Role	Team Role	
Audit Log	Provider Assignments				
	A44				
	Nama Nama	Brie	Provider Acciment		
	User		1 DONAL Charge common		
	Save Cancel Workflow Process Assignments				
	Step	Assignment		Assignd User	
	 Facility Inspection Initial 				
	Pending Schedule	Role (Licensing Child Care Consultant)		Licensing Child Care Consultant	
	Pending Inspection	Role (Licensing Child Care Consultant)		Licensing Child Care Consultant	
	Facility License Application Analization Submitted	Role (Licensing Child Care Consultant)		Listening Child Care Consultant	
	Assigned	Role (Licensing Program Supervisor)		Licensing Program Supervisor	
	 Payment Adjustment Request 				
	Submitted	Role (Time and Attendance Supervisor)		Time and Attendance Supervisor	
	Provider Profile Approval				
	Profile Submitted	Role (Licensing Child Care Consultant)		Licensing Child Care Consultant	
	Profile Assigned	Role (Licensing Child Care Consultant)		Licensing Child Care Consultant	
	 Provider Subsidy Application 				
	Application Submitted	Role (CMA Provider Specialist)		CMA Provider Specialist	
	Workflow Instances Workflow Provide Polite Approval Profile Approval Workflow Provide Status				
	Active: Workflow: Provide: Subsidy Application - A B SKF Inc				
1	Application Petrang 2 Workflow: Facility Inspection Initial - Advanced Quality Assisted Living Pending Endity Information 2 2				
	Workflow: Background Check - Hany Brook Punding				
	Workflow: Background Chack - Christie Brook Completed				
	Workflow: Facility License Approval - Advanced Quality Assisted Living Pending Authorization				

Figure 25: Assignments

7. NOTES

How can a user create notes?

- 1. Click on 'Notes' tab from left navigation. You will be navigated to the screen displaying notes summary
- 2. Click on 'Add new Note'
- 3. Select Note Subject LOV from the drop down
- 4. Enter the description/ elaboration the subject
- 5. Click on update

Home Case Provider Reimburseme	nt Admin DataInsights						System Adr
Providers Facilities Profile Approvals	Facility Applications Subsidy Appl	lications Incident Reports				A	B SKF Inc (P0
Browider Details	Profile Setup	Initial Application -	Advanced Quality Assisted Liv	/ing (F00001)			
Point of Contact Details Background Check Account Details	+ O Create Account O Completed Action Needed	Create First Application © Completed	Classrooms Staff ⊘ Completed ⊘ Completed	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	CLicense Ap Action Ne
Uploaded Documents Facility Management Payments	Notes	4					
Generate Documents Assignments	Add New Note						
Notes	Program Y N	Name T	User	•	▼ Date ↓	T	
Audit Log	Text					T	
	K < 0 > M Show	w All					No Notes
	Print						

Figure 26: Adding a New Note

8. MESSAGES

The messages screen consists of two sub tabs:

- > Internal Messages: In which user can create manual tasks with the due date and assign it to users.
- Provider Messages: This tab displays the requests received from the provider portal and tasks for the provider.

Internal Messages:

How to create manual tasks?

- 1. Click on 'Messages' from the left navigation
- 2. Click on 'Add Manual Message' button from the tasks container
- 3. Set the 'Severity'
- 4. Enter 'Due Date'
- 5. Select the user to assign the message/tasks from 'Distributed To' drop down
- 6. Click on 'Update'

Profile Setup Initial Application - Advanced Quality Assisted Living (F00001)	
Create Account PotierApproval Create First Application License Apprication O Completed O C	
Messages	
Messages	
Internal Messages Provider Messages	
Tasks	
Add Manual Message	
Message Type Seventy Date J Due Date Distributed To	
M 4 0 M Show All	No Tasks.
Notices	
Message Type Severity Y Date + Y Distributed To	T
Image: Market and Market an	o Notices.
Daranthu Claarad Hame	
	Completed Action Needed @ Completed <t< td=""></t<>

Figure 27: Internal Messages

Tasks					
Add Manual Messag	,e				
Message Type	Severity	Date ↓	Due Date	Distributed To	
Manual Message (SystemAdmin)	2	6/27/2024 2:05 PM		Select	Update Cancel
					•
	Show All				1 - 1 of 1 items

Figure 28: Internal Message Severity

Provider Messages:

How to create provider tasks?

- 1. Click on 'Provider Messages' tab under 'Messages'
- 2. Click on 'Add Provider Message' button from the tasks container
- 3. Set the 'Severity'
- 4. Enter 'Due Date' and comments for the provider
- 5. Click on 'Update'

Home Case Provider Reimburseme	nt Admin DataInsights						🛆 System Adm
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Re	ports					A B SKF Inc (P00
Provider Details	Profile Setup	Initial Application - Advanced Quali	ty Assisted Living (F00001)				
Point of Contact Details Background Check Account Details	+ O Create Account Profile Approval Create First Application O Completed Action Needed O Completed	License Application © Completed	Staff Capacity Completed	Q Background Checks Completed Action Needed	Image: Construction of the sector o	tion	
Uploaded Documents Facility Management Payments	Messages						
Generate Documents Assignments	Messages						
Messages Audit Log	Internal Messages Provider Messages						
	Requests						
	Provider Message			Date 4	Distributed To		
	H 4 0 F H Show All						No Tasks.
	Tasks						
	Add Provider Message						
	Provider Message	Severity		Date ↓	Due Date		
	H C F H Show All						No Tasks.
	Notices						
	Message Type		Severity ▼ Date ↓		 Distributed To 		T
	K C F F Show All						No Notices.
	Recently Cleared Items						
	Message Type	Severity	▼ Date	T Cleared Date	34	Distributed To	т
	Image: Note of the second seco						No Recently Cleared Items.

Figure 29: Provider Messages

Tasks					
Add Provider Message					
Provider Message	Severity	Date ↓	Due Date		
Provider Message (SystemAdmin)	2	6/27/2024 2:05 PM		Update	Cancel
		'		•	
K I F Show All				1.	- 1 of 1 items

Figure 30: Provider Message Severity

9. AUDIT LOG

The level of information you can view in the audit trail includes 'Username', 'Log Date', 'Module', 'Page',' Message'. The audit log screen represents the user who logged into the system and the associated module that the user accessed, as well as the actions performed on the different pages of the module.

Home Case Provider Reimbursement	Admin DataInsigt	hts								ළ Sy s	stem Admin 👻
Providers Facilities Profile Approvals Fa	cility Applications Su	bsidy Applications Inciden	t Reports							A B SKF	Inc (P00001)
Prevideo Datalla	Profile Setup		Initial Applica	ation - Advanced	Quality Assisted Liv	ving (F00001)					Acuve
Provider Details Point of Contact Details Background Check Account Details	+ Create Account © Completed	Approval Create First Application Oreate Completed	License Applic	ation Classroom	ns Staff ed Ocompleted	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed	\$ Facility Rates Pending	Subs
Uploaded Documents Facility Management Payments	Audit Log										
Generate Documents	User Name 🛛 🔻	Log Date ↓ ▼	Module T	Page T	Message						
Notes	SystemAdmin	6/26/2024 8:00 AM			ls Night Time upda	ted from 'False'	to 'True'.				
Messages	SystemAdmin	6/26/2024 8:00 AM			Monday updated fr	om 'False' to 'Tr	ue'.				
Audit Log	SystemAdmin	6/26/2024 8:00 AM			Tuesday updated fi	rom 'False' to 'Ti	rue'.				
	SystemAdmin	6/26/2024 8:00 AM			Wednesday update	ed from 'False' to	True'.				
	SystemAdmin	6/26/2024 8:00 AM			Thursday updated	from 'False' to '1	īrue'.				
	SystemAdmin	6/26/2024 8:00 AM			Friday updated fror	n 'False' to 'True	ə'.				
	SystemAdmin	6/26/2024 8:00 AM			Open Time update	d from '6/26/202	4 12:37:00 AM' to '6/	/26/2024 11:00:00	AM'.		
	SystemAdmin	6/26/2024 8:00 AM			Close Time update	d from '6/26/202	4 12:37:00 PM' to '6	/26/2024 8:00:00 F	PM'.		
	SystemAdmin	6/26/2024 8:00 AM			Day Open Time Mo	onday updated fi	rom " to '6/26/2024 1	1:00:00 AM'.			
	SystemAdmin	6/26/2024 8:00 AM			Day Close Time Mo	onday updated f	rom " to '6/26/2024 8	3:00:00 PM'.			
	H - 1 2 3	3 4 🕨 🕨 Show All								1 - 10 of 35 ite	ms

Figure 31: Audit Log

FACILITIES SUB-MODULE

FACILITY SEARCH

Authorized users shall be able to search for a Facility in the system by clicking on:

- 1. Provider > Facilities
- 2. Under Status > Select an option
- 3. Results gets displayed.
- 4. By Default, when no selection is made, then all Facilities get displayed.

ne Case Provider Reimbursen	nent Admin DataInsights			යි System
iders Facilities Profile Approvals	Facility Applications Subsidy Applications Incid	dent Reports		
Facility Search				
,				
Search Criteria				
Status	Team			
Select	 Select 	•		
Facility ID	Facility Name	License Number	Facility Type	
Facility ID	Facility Name	License Number	Select	•
Facility Tier	Application ID	Expiration Date - From	Expiration Date - To	
Select	Application ID			÷.
Subsidy Status	Last Name	First Name	Date of Birth	
Select	▼ Last Name	First Name		
Business Name		Email	Phone	
Business Name		Email	Phone	
Street	City	Region	County	
Street	City	- Select	County	•
Zip Code				
Zip				
Search Clear				

Figure 32: Facility Search

Results Grid:

Facility ID	Facility Name	Facility Type	Provider ID	Provider Name	Facility Address	Phone	License Status	Facility Tier
F00001	Willowbrook01	Faith-Based	P00006	Johnson Inc	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00002	Willowbrook11	Faith-Based	P00006	Johnson Inc	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00003	Willowbrook21	Faith-Based	P00006	Johnson Inc	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00004	Gomez, Rodrigo	Relative	P00007	Gomez, Rodrigo	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00005	Tomball House01	Faith-Based	P00008	Corporate Inc	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00006	Tomball House11	Faith-Based	P00008	Corporate Inc	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00007	Tomball House21	Faith-Based	P00008	Corporate Inc	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00008	Joseph, Emi	Family Home	P00009	Joseph, Emi	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00009	Olang, Mitchel	Family Home	P00010	Olang, Mitchel	1111 10TH STREET SE, MONTGOMERY, AL 36104-0000	(451) 216-1234	Full License	
F00010	Green Care	Center	P00012	Seed care	123 William Street, New York, NY 10038, Baldwin	(989) 898-9898	Full License	
H 4 1	► H						1	- 10 of 10 items

Figure 33: Facility Search Results

To view a Facility:

1. Click on Facility ID hyperlink from the results grid, to review the respective Facility profile. You will be navigated to screen displaying Facility Details.

1. FACILITY DETAILS

This screen displays the details of the respective Facility selected.

158 Home Case Provider	Rambusement Admin			Helson, Daren i
ders Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports			Green Care
Facility Details Applications Manage Facility Columnate Recontenent	Initial Application License Application © Complement © Complem	Capacity Background Checks Capacity Complement Checks Complement Complement Complement Complement	DB DB Facility Rates © Completed Action Needed	
Inspections Plan of Correction	Facility Details			
Background Checks Joense Authorization	Facility Type: Center			
Corrective Action noident and Complaints	Facility Information			~
kppeals Subsidy Rayments Introaded Documents	Facility Name ® Green Care		Do you wish to apply for subsidy?	
ienerate Documents iotes lessages	Physical Address of Facility			
udi Log	123 William Street Street 2			
	New York	NY 10038	Baldwin	21
	Different Mailing Address			
	Phone Number			
	Cell Phone Number Type	(989) 898-9898	Ext.	
	Alternate Phone Number Type	Alternate Phone Number	Ext.	
	Cell Phone	Alternate Phone Number	Ext.	
	Email	Website	Fax Number	
	abc@gmail.com	http://www.domain.com.or.https://www.domain.com	Fax Number	
	Point of Contact			
	First Name	Middle Name	Last Name	
	Green	Post	Panting	-31
	Contact Type	Date Of Birth	Gender	_
	Executive Director	02/02/2000	Mate	-

Figure 34: Facility Details Page

On the 'Facility Details' screen, the user will be able to see an application wizard, where the status of their 'Initial Application' will be displayed, with the following sections: **License Application, Classrooms, Staff, Capacity, Background Checks, Facility Inspection, License Approval and Subsidy Application.**

Initial Application								
	1	쑙]	Q	6		\$	Θ
License Application	Classrooms	Staff	Capacity	Background Checks	Facility Inspection	License Approval	Facility Rates	Subsidy Application
		⊘ Completed		⊘ Completed	Action Needed	Action Needed	Pending	Pending

Figure 35: Application Wizard

2. APPLICATIONS

The 'Applications' screen consists of all Applications created by a Provider. It lists details of the application and displays a grid consisting of Provider, Application ID, Type of Application, License ID, Date of Application, Status, Application Submitted Date, Application Approved Date, and Application Approved By.

The application type column populates the 'Initial and Renewal Applications record, the application ID is a hyperlink.

Clicking on the respective hyperlink navigates user to its respective summary.

Home Case Provider Reimburseme	nt Admin DataInsigh	ts						ළ System	Admin -
Providers Facilities Profile Approvals	Facility Applications Sub	osidy Applications In	cident Reports					Brook, Harr Advanced Quality Assisted Livin	y (P00001) g (F00001)
Facility Dataila	Initial Application							Center	Accepted
Applications Manage Facility Child(ren) Enrollment	License Application Cla © Completed © C	assrooms completed © Completed	Capacity © Completed	Q E Facility Inspector	tion License Approval Action Needed	\$ Facility Rates Pending	Subsidy Application Pending		
Inspections Plan of Correction Background Checks	Applications								
License Authorization Corrective Action Incident and Complaints	Applications								
Appeals	Application ID Typ	pe Of Application Lic	ense ID Date Of A	pplication Status	Application Submitted	Date App	lication Approved D	Application Approved By	
 Subsidy Payments 	AP001 Init	tial	06/26/202	Accepted	06/26/2024	06/2	26/2024	SystemAdmin	
Uploaded Documents Generate Documents	H 4 1 F 3	Show All						1 - 1 of 1 items	
Notes Messages Audit Log									

Figure 36: Applications

3. MANAGE FACILITY

3.1. Characteristics

Characteristics screen consists of the Provider Details and Acknowledgement sections. The Acknowledgement section lists the responses answered by the Provider.

The Characteristics screen appears as seen below:



Figure 37: Facility Management - Characteristics

3.2. Operations and Services

The operations and services screen describes the Facility service operation details, as seen below:

Home Case Provider Reimbursen	ment Admin Datainsights					& System Admin -
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports					Advanced Quality Assisted Living (F0001 Center Accepted
Facility Details Applications	Bit Image: Classrooms Bit Image: Classrooms Dual D	Facility Inspection Action Needed Action Needed Pending Pending	ication			
Operations and Services Facility Closures	Operations and Services					
Classroom Accreditations	Facility Operation Information					
Staff Management Building Use Agreement Child(ven) Enrollment	Service Schedule 0 School year			Proposed number of cl	hildren to be cared for	1
Inspections Plan of Correction Background Checks	Hours of Operation					
License Authorization Corrective Action Inoident and Complaints	Note: Daytime hours 5 AM - 7 PM, Night hours: 7 PM - 5 AM.					
Appeals Subsidy	Opening Time Closing Time	0 0 00	Aur Try Ford		C. Australia Materia	
Uploaded Documents Generate Documents		O Za nours	Same time for 3	elected Lays	U Operate on Holioays	
Notas Messages Audit Log		Day Time		Night Time		
	C Monday	Opening Time 11:00 AM	Closing Time 8:00 PM	Opening Time 11:00 AM	Closing Time 8:00 PM ©	
	C Tuesday	11.00 AM 💿	8.00 PM ©	11.00 AM 💿	8.00 PM ()	
	2 Wednesday	11:00 AM 💿	8:00 PM ③	11:00 AM ③	8.00 PM (0)	
	C Thursday	11.00 AM ©	8.00 PM ()	11.00 AM 💿	8:00 PM (0)	
	2 Friday	11:00 AM	8.00 PM O	11.00 AM O	8.00 PM ()	
	Sunday	0	0	0	0	
	Children To Be Served					
	Select all that apply					
	Type of Care Category					
	Traditional Weekend Care	Non Traditional Evening Care	24 Hours			
	Program Type Program Type	Out of School Time	🔹 No			
	Save Cancel					

Figure 38: Facility Management – Operations and Services

3.3. Facility Closures

The Facility Closures screen displays all dates (if any) where the Provider has mentioned that the facility will be closed.

Home Case Provider Reimbursen	ent Admin DataInsights	🔒 System Admin 🗸
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
For the Details	Initial Application	Center Accepted
Applications Manage Facility Characteristics	Interse Application Image: Completed Statt Capacity Bactiground Checks Stattly Inspection Stattly Inspection Facility Rates Subscription © Completed Action Needed Pending Pending	
Operations and Services Facility Closures Capacity	Facility Closures	
Classroom Accreditations	Facility Closures/Holidays	
Staff Management Building Use Agreement Child/ren) Enrollment	Add Closure	
Inspections	Closure Reason/Holiday Name	
Plan of Correction Background Checks License Authorization	K C P H Show All No Facility Clo	sures/Holidays Found.
Corrective Action		

Figure 39: Facility Management – Facility Closures

3.4. <u>Capacity</u>

Capacity screen describes about the number of children allowed vs. assessed for the respective facility.

rovider Reimbursement Admin DataInsig	ghts									
Profile Approvals Facility Applications S	ubsidy Applications Incident Reports									
Initial Application										
License Application	Classrooms Staff Capacity B	Q Esclaround Checks Facility Inspection Licen	Se Approval Facility Rates Sub	CID bridy Application						
© Complexed @	Completed Completed Completed	Completed Action Needed Action	on Needed Pending	Pending						
capacity										
Note:If a staff membe	er provides care to children in different care lev	vels at the same time, include that staff mer	mber in the staff count for each	related care level.						
Capacity - Day Ti	ime									
🖬 Day Tim	e Capacity									
	Care Level	Planned Enro	oliment	Planned No. of Staff	Current Enrollment	Current Staff	Max Capacity		Assessed Capacity	
Infant (0 - 18 M	fonths)	2	2	51	•	0	10	\$ 2		¢1
Toddlers (18 - 3	30 Months)	2	2	51	0 \$	0	14	\$ 2		¢*
Exception (24	- 38 Months)	2	2	51	0 \$	0	\$ 18	\$ 2		2 1
PreSchool (2.5	i - 4 Years)	2	2	51	0	0	\$ 22	\$ 2		÷1
PreSchool (4 -	5 Years)	2	2	51	0 \$	0	\$ 38	÷ 2		¢1
School-Age (5	- 8 Years)	2	2	- E1	0 \$	0	\$ 42	\$ 2		1 1
School-Age (8	- 17 Years)	2	2	21 21	0	0	44	÷ 2		31
School-Age (8:	- 17 Years)	2	2	:1	0	0	184	4 7 14		* 1
School-Age (8)	- 17 Yaars) Time me Capacity	2	¢ 2	ŝ	• •	0	184	* <u>2</u> 14		51
School Age (2)	- 17 Yuans) Time me Capacity Care Level	2 14 14 Planed Erro	2	\$*	0 ÷	0 Current Staff	44 184 Mas Capacity	4 2 14	Assessed Capacity	1
School Age (1.)	- 17 Yuan) Tene me Capacity Care Level forths)	2 14 Planed Enc	2 Silment	¢* Planned No. of Staff	c current Enrollment c t	0 Current Staff	с 44 184 Мак Сарисіту с	\$ 2 14	Assessed Capacity	:
Social Age (2) Trail Coposity - Highl Method Method Method Tootine (3-13)	- 17 Yuan) Tene me Capacity Care Level forths) 20 Months)	2 14 Planned Exec	diment I	Conned No. of Staff	0 1 0 1 0 1 0 1	© Current Staff ©	2 44 154 Max Capacity 2 5	\$ 2 14	Assessed Capacity	:
Sona Age (2) Trail	Tere: Care Level Core Level form) 10 Montas	2 14 Placed Erro	direct I	Finned No. of Staff	0 2 0	© Current Battf © ©	1 44 104 104 Max Capacity 0 0 0 0 0		Assessed Capacity	•
Sona Age (2) Teal Casosity: Heyld 1 Meter (0 - 10 M Teaders (10 - 1 Enceptor (24	Tere Tere Set Level Set Le	2 14 Placed Error	street 1	C* Parenel No. of Salif C C C C C C C C C C C C C C C C C C C	0 2 0 Curret Ensolment 0 2 0 2 0 2 0 2 0 2	Current Barff C Current Barff C Current Barff C C Current Barff C C Current Barff C C Current Barff C Current C Current Barff	2 44 154 Max Capacity 2 2	¢ 2 14	Assessed Capacity	
Edward-Age (2) Trail Carpenty - Night Water (2) - 15 M March (2) - 15 M Escapera (2) - 15 M Escapera (2) - 15 M Pacification (Tere Tere Core Level Dothors D	2 11 14 Planet Ere		Plened No of Salf	0 2 0 Carset Ensitient 0 2 0 2 0 2 0 2 0 2 0 2	0 Current Batt 0 0 0 0	2 44 194 Max Capacity 2 2 2 2		Assessed Capacity	• • • •
Encertage (2) Trail	Theme	2 14 14 Panned Ever	3 2 34met 1 0 0 0 0 0 0	Plenned No. of Salf	0 2 0 Curret Erothert 0 0 2 0 0 2 0 2 0 2 0 2	0 Current Staff 0 0 0 0 0	1 44 154 154 2		Assessed Capacity	
Sinear Age (3) Total Capacity - Waylet Capacity - Waylet Inter (0 - 15 M Totalsen (12 - 1 Enception (24 Pacification (2 - 5 Sincar Age (5) Sincar Age (5) Sin	Taran	2 14 14 Planed Dre	daeet 1	Planet No of Tarlf	0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2	0 Correct Soft 0 0 0 0 0 0 0 0 0	44 134 34 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		Assessed Capacity	
Sensa Age (8. Trail Sense (9 11) Might Te Select (9 11) Might Te Select (9 11) Might Te Select (9 11) Might Te Pasibeout (12. Pasibeout (12. Sense Age (8. Sense Age (8. Trail	Terrer	2 14 14 Planeed Error 0 0 0 0		2ª Planed No of Balf 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 2 0 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 Current Staff 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 44 154 Max Capacity 2 2 2 2 2 2 2 2 2 2 2 4 4 4 154 154 154 154 154 154 154 15		Assessed Capacity	
Schenking (2) Trail Report Market (2) - 150 M Market (2) - 150 M M Market (2) - 150 M M Market (2) - 150 M M M M M M M M M M M M M M M M M M M	There	2 11 14 Placed Error 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 2 2 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4	Prevend No. of Balf	0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2	0 Current Bell 0 0 0 0 0 0 0	44 154 Max Capacity 2 2 2 2 2 2 2 2 2 0		Assessed Capacity	
Stream Arge (2) Trail Craynoldy - Night Mark 10 - 151 M Mark 10 - 151 M	There	2 11 14 Placed for	1 2 2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Planed No of Balf	0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2	0 Current Bell 0 0 0 0 0 0	44 154 Max Capacity 2 2 2 2 2 2 2 2 2 0		Assessed Capacity	
SincerAge (2) Tool Capacity - Night Capacity - Night Inter 0 - 10 M Toolsen (2) Enception (2) Sincer Age (3) Sincer Age (3) Tool Tool	Theore Theore<	2 15 Planeed Exer		Planed Hs of Bull	0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2	0 Current Belf 0 0 0 0 0 0 0	2 44 154 154 Max Capacity 2 2 2 2 2 2 2 3 2 4 2 5 2 6 2		Assessed Capacity	
Sensa Age (3. Teal Teal Meter (3 - 15 M Meter (3 - 15 Meter (3 - 15) Meter (3 - 15) Meter (3 - 15) Sensa Age (3 Teal Teal Meter of Change 10	17 Jana) 17 Jana me Capacity Care Level 100 Norma) - 20 Norma) - 30 Norma) - 30 Norma) - 4 Nama) - 9	2 14 Planed Erre 0 0 Number of Erls 10	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Plened Ns of Balf	0 2 0 2 0 0	Connect Staff Co	44 154 154 154 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 2 4	Assessed Capacity	
EntertAge (2) Test Test Capacity - Najat Capacity - Najat Meter (2) - 10 Meter (2) - 10	Term Term Care Level Care Level form) - d Monthay - - 28 Monthay - - 4 Machay - - 17 Yanzy) - - 17 Yanzy) - - 18 Monthay - - 19 Monthay -	2 14 Planed Eve 0 0 Number of Evis 0 Number of Evis 1 1 1 1 1 1 1 1 1 1 1 1 1	1 2 30eed	Parned No of Balf	0 2 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3	Current Staff Current Staff C	44 154 154 154 152 2 2 2 2 2 2 3 10 Facily(Cascons Day	2 2 4	Assessed Capacity	

Figure 40: Facility Management – Capacity

3.5. Classrooms

This screen displays all 'Classrooms' added for the respective facility in the system. The grid displays Classroom ID, name, care level, teacher, and assistant teacher. Clicking on the Classroom ID, displays the Classroom Details which is also an editable screen.

Home Case Provider Reimbur	sement Admin DataIr	sights								🔒 System Admin
Providers Facilities Profile Approval	s Facility Applications	Subsidy Applications Inc	ident Rep	orts					Adv	Brook, Harry (P0000 vanced Quality Assisted Living (F0000
	Initial Application									Center Accepte
Applications Manage Facility Characteristics	License Application	Classrooms Staff ⊘ Completed ⊘ Completed	Capacity © Complet	Q Background Checks © Completed	Facility Inspection Action Needed	E License Approval Action Needed	\$ Facility Rates Pending	D Subsidy Application Pending		
Operations and Services Facility Closures Canacity	Classroom									
Classroom Accreditations	Add New Classro	m								
Staff Management	ID 🔻	Class Name	T (are Level	Teacher	Ŧ	Assistant Tea	cher	Ŧ	
Building Use Agreement Child(ren) Enrollment	C00001	Class Room	h	ifant						Delete
Plan of Correction	H 4 1 F	N Show All								1 - 1 of 1 items
Background Checks License Authorization Corrective Action	All classroo	ms have been added.								

Figure 41: Facility Management – Classroom

Clicking on Classroom ID presents below screen:

Home Case Provider Reimbursen	nent Admin DataInsights	👌 System Admin
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P000 Advanced Quality Assisted Living (F000
Operations and Services Facility Closures	Edit Classroom Details	Center Accept
Classroom Accreditations	Classroom	
Staff Management	Classroom Name Care Level	
Child(ren) Enrollment	Class Room - Select	
Inspections Plan of Correction	Start Date End Date	
Background Checks	06/26/2024	
License Authorization		
Incident and Complaints	Override Authorized Capacity	
Appeals	Override Type	
Payments	Select 👻	
Uploaded Documents		
Notes		
Messages Audit Log	Staff Details	
Addit Log	Add Staff	
	Staff Name V Date of Appointment V Date of Leaving this Classroom V Daily Start Time V Daily Ford Time	▼ Comments ▼
		No Staff Found.
	Update Cancel Back To Classroom	

Figure 42: Facility Management – Classroom Details

3.6 Accreditations

This screen displays the accreditations received by the Provider.

3.7 Staff Management

This screen displays a grid with all the Staff members for that facility.

Providers Facilities Profile Approvals	Facility Applications	Subsidy App	lications I	ncident Reports	•					Adv	vanced Q	Brook, Harr uality Assisted Livin	ry (P0000 ng (F0000
	Initial Applicatio	n										Center	Accepte
Applications Manage Facility Characteristics	License Application	n Classrooms © Completed	Staff Staff Ocompleted	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed	\$ Facility Rates Pending	Subsidy Applicat Pending	tion			
Operations and Services Facility Closures Capacity	Staff Mana	igement											
Classroom Accreditations	Add New Staf												
Staff Management	Staff ID T	Staff Name	▼ Staff Ty	rpe	Background Ch	eck ID 🛛 🝸	Phone/Email	T Date	Of Hire 📍	Separation Date	Ŧ		
Building Use Agreement Child(ren) Enrollment	S00001	Brook, Christie	Execut	ive Director	BC000016		(313) 213-1313	06/26	2024			Delete	
Inspections Plan of Correction Background Checks		Brook, Harry			BC000001							Delete	
License Authorization Corrective Action	H 4 1	> > Show	All								1	- 2 of 2 items	
Incident and Complaints Appeals Subsidy	All staff	nave been added.											
Payments Uploaded Documents													
Generate Documents Notes Mossages													
Audit Log													

Figure 44: Facility Management – Staff Management

How to view Staff details?

- 1. Click on the Staff ID hyperlink. You will be navigated to the respective staff summary.
- 2. Click on each tab to view detailed information, as follows:

Demographics

This screen allows authorized users to view and make appropriate updates to the Staff demographics. This includes identifying and linking existing provider IDs to avoid duplication as well.

Arise Home Case Provider Reimb	irsement Admin				System
Providers Facilities Profile Approvals Facility A	pplications Subsidy Applications Incident Reports				Joseph, Emi (I Joseph, Emi (I
Facility Details					Family Home Full
Applications Initi Manage Facility	Al Application License Application Classrooms Staff Capacity Back Pending Client Pending Pending Pending Pending	kground Checks Facility Inspection License Pending © Completed © Con	Δpproval pleted		
Operations and Services St Eaclity Closures	aff Details - Demographics				
Capacity Classroom					
Certification and Accreditations Staff Management	Staff Details				
Household Residents Building Use Agreement	Demographics Education Detail Certifications Accredita	ition Training Assignments C	ther Staff Documents		
Child(ren) Enrollment Inspections	Demographics	Middle Name	Last Name		
Plan of Correction Background Checks	Martin 📟 🖣	Middle Name	Lee		
Corrective Action	Physical Address				
Appeals > Subsidy	1111 10TH STREET SE			۹ م	
Payments Uploaded Documents	Street 2				
Generate Documents Notes	MONTGOMERY	AL 🕄	6104-0000 Montgomery	V 1	
Messages Audit Log	Different Mailing Address				
	Possible Match Candidate(s)				
	Keep Separate				
	Person Key	Full Name	Date Of Birth	Address	
	4 Link M00016	Lee, Martin	4/1/2004		
	ID Name F00005 Tombal House11	Type Role Staff	Start Date 2024-04-01T01-09-51-64	End Date	
		r acing court			
	Phone Number				
	Primary Phone Number Type	Primary Phone Number	Ext.		
	Cell Phone	(451) 216-1234	Ext		
	- Select V	(451) 216-4512	Ext.		
		1			
	Please add a separate email address other than the one being use	d for another account			
	Email Fax		14/01/2004 🖬 Male	.	
	No SSN				
	Staff Additional Details				
	Staff Type	Yrs. of Teaching Exp	Language		
	Select		Language		
	Works at Multiple Facilities	Care Level to be Served	2		
	Date Hired	S	paration Date		
	Occupation			1	
				h	
	COVID-19 Vaccination Status				
	Wage Information				
	Employment Type Payment Me	ethod P	yroll Month & Year		
	- Select Select	•	Ê		
	Authorization To Access The System				
	O Yes I want them to access the application		No, I do not wish to grant them access to the applic	ation	
	NOTE: Please save the page to add the Education , Accreditation , C	ertification , Trainings and have access to	he Document , Document CheckList		
	Update Cancel Back To Staff List				

Figure 45: Facility Management – Staff Management – Demographics

Education Detail

This screen allows authorized users to view and make appropriate updates to the Staff Educational Details.

Home Case Provider Reimburse	nent Admin DataInsights	👃 System Admin 🗸
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications Manage Facility Characteristics Operations and Services Facility Closures Capacity Classroom Accreditations Staff Management Building Use Agreement Child(ren) Enrollment Inspections Plan of Correction	Initial Application Classrooms Staff Capacity Background Checks Facility Inspection License Approval Completed Comp	
License Authorization Corrective Action Incident and Complaints Appeals > Subsidy Payments Uploaded Documents Generate Documents Notes Messages Audit Log	Staff Qualification T Name of the Institute T Date Awarded T Expiration Date Staff Qualification Name of the Institute Date Awarded Expiration Date Image: Comparison of the Institute Image: Comparison of the Institute No Education Professional Development Course Supervised Occupation Experience Supervised Occupation Experience - Select Select Select Bate	tion Records Found.

Figure 46: Facility Management – Staff Management – Education Details

Certifications

This screen allows authorized users to view and make appropriate updates to the Certifications of the respective staff member.

Home Case Provider Reimbursement	Admin DataInsights	👌 System Admin 🗸
Providers Facilities Profile Approvals Facil	ity Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details	Initial Application	Center Accepted
Applications Manage Facility Characteristics 	B * * * Q % % S 50 Ucenex Approximation Classroom Statt Capacity Background Checks Facily Impaction Lessree Approximation Substitution Substitution © Completed © Completed © Completed © Completed © Completed © Completed Pending Pending	
Operations and Services Facility Closures Capacity -	Staff Details - Demographics	
Classroom Accreditations Staff Management	Staff Details	
Building Use Agreement Child(ren) Enrollment Inspections	Demographics Education Detail Certifications Accreditation Assignments Staff Documents	
Plan of Correction Background Checks	Add Certification	
License Authorization Corrective Action	Certification Name Y Completed Date Y Expiration Date Y Other Y Document Y Y	Verified T
Incident and Complaints Appeals ► Subsidy	H Image: Show All No Certification	ion Records Found.
Payments Uploaded Documents Generate Documents Notes		
Messages Audit Log		

Figure 47: Facility Management – Staff Management – Certifications

How to add a new certificate for the respective staff member?

- 1. Click on 'Add certification' button
- 2. Select a 'Certificate Name' from the dropdown list
- 3. Add the 'Completed Date' and 'Expiration Date' fields.
- 4. Upload a document by clicking on 'Select files' under Document column.
- 5. Click 'Update' to save your changes or 'Cancel' to cancel changes.

Home Case Provider Reimburseme	nt Admin DataInsights	👌 System Admin 👻
Providers Facilities Profile Approvals	acility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
E-silt: Details	Initial Application	Center Accepted
Applications	Image: Constraint of the second sec	© Subsidy Application
Characteristics	Ocmpleted Ocmpleted Ocmpleted Ocmpleted Ocmpleted Action Needed Action Needed Pending	Pending
Operations and Services Facility Closures	Staff Details - Demographics	
Capacity		
Classroom		
Accreditations	Staff Details	
Staff Management		
Child(ren) Enrollment	Demographics Education Detail Certifications Accreditation Assignments Staff Documents	
Inspections		
Plan of Correction		
Background Checks	Add Certification	
License Authorization	Cartification Nama	Verified
Corrective Action	Cerunation Mane) Completed Date) Expiration Date) Curlet) Document 1	
Incident and Complaints	Select • 06/27/2024	Update
Appeals	- Select Drop	Cancel
► Subsidy	First Aid & CPR	Gander
Payments	Food Protection to	
Generate Documents	Medical Renorts	
Notes	Other	1 - 1 of 1 items
Messages	Curei	
Audit Log		

Figure 48: Facility Management – Staff Management – Adding Certifications

Accreditations

This screen allows authorized users to view and make appropriate updates to the Accreditations of the respective staff member.

Home Case Provider Reimburser	nent Admin DataInsights	A System Admin
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P000 Advanced Quality Assisted Living (F000
Facility Details Applications Applications Characteristics Operations and Services Facility Closures Capacity Classroom Accreditations Staff Management Building Use Agreement Child(ren) Enrollment	Initial Application Classrooms Completed	Center Accept
Plan of Correction Background Checks License Authorization Corrective Action Incident and Complaints Appeals Subsidy Payments Uploaded Documents Generate Documents Notes Messages Audit Log	Add Accreditation Accreditations Name Accreditations Number Age and Endorsement Start Date Expiration Date Venfit K<	ied T tions Records Found.

Figure 49: Facility Management – Staff Management – Accreditation

How to add a new accreditation for the respective staff member?

- 1. Click on 'Add Accreditation' button.
- 2. Select a 'Accreditations Name' from the dropdown list.
- 3. Enter a number under the 'Accreditations Number'.
- 4. Add the 'Age and Endorsement Program' details.
- 5. Add the 'Start Date' and 'Expiration Date' fields.
- 6. Click 'Update' to save your changes or 'Cancel' to cancel changes.

Home Case Provider Reimbursement	Admin DataInsights	ප System Admi								
Providers Facilities Profile Approvals F	Facility Applications Subsidy Applications Incident Reports Advanced Quality Assisted Living (P									
Facility Details	Initial Application	Center Acce								
Applications Manage Facility Characteristics	Image: Constraint of									
Operations and Services Facility Closures Capacity	Staff Details - Demographics									
Classroom Accreditations Staff Management	Staff Details									
Building Use Agreement Child(ren) Enrollment Inspections	Demographics Education Detail Certifications Accreditation Assignments Staff Documents									
Plan of Correction Background Checks	Add Accreditation									
Corrective Action Incident and Complaints	Accreditations Name Accreditations Number Age and Start Date Expiration Date Veri Endorsement Program T T	ified								
Appeals Subsidy 	Accreditation:									
Payments Uploaded Documents	- Select - Accreditations Number Age and Endorsen 06/27/2024	Update								
Notes Messages	Child Development Associate	Cancer								
Audit Log	National Association for the Education of Young Children Other	1 - 1 of 1 items								

Figure 50: Facility Management – Staff Management – Adding Accreditation

Assignments

Home Case Provider Reimbursemen	t Admin DataInsights	👌 System Admin 🗸
Providers Facilities Profile Approvals I	acility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications Amage Facility Characteristics Operations and Services Facility Closures Capacity Classroom Accreditations Staff Management Building Use Agreement	Initial Application Staff Capacity Security Facility inspection License Approval S S S S © Completed ©	Center Accepted
Child(ren) Enrollment Inspections Plan of Correction Background Checks License Authorization Corrective Action Incident and Complaints Appeals • Subsidy Payments Uploaded Documents Generate Documents Notes Messages Audit Log	Transfer ID Y Staff Name Y Current Classroom Y Transfer Classroom Y Start Date Y End Date Y Daily Start Time Y Daily End K 0 > M Show All No No	nd Time Y Status Y Staff Transfer Found.

Figure 51: Facility Management – Staff Management – Assignments

Staff Documents

Documents pertaining to the respective staff member cab be viewed and updated on this screen.

Home Case Provider Reimbursem	ant Admin DataInsights	👌 System Admin 🗸
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details	Initial Application	Center Accepted
Applications Manage Facility Characteristics	Image: Completed Image: Completed<	
Operations and Services Facility Closures Capacity	Staff Details - Demographics	
Classroom Accreditations Staff Management	Staff Details	
Building Use Agreement Child(ren) Enrollment	Demographics Education Detail Certifications Accreditation Assignments Staff Documents	
Plan of Correction Background Checks	Optional Documents	
License Authorization Corrective Action	Application Upload History	~
Incident and Complaints Appeals	Document Name Y Description Y Uploaded Date Y Uploaded By	T
 Subsidy Payments 	H C F F F F F F F F F F F F F F F F F F	No Document History
Uploaded Documents Generate Documents		
Notes Messages		
Addit Log		

Figure 52: Facility Management – Staff Management – Staff Documents

How to upload a new document?

- 1. Click on 'Optional Documents' hyperlink.
- 2. Select document type from the list of documents dropdown.
- 3. Click on 'Select files' to select a document from the system.
- 4. Click on 'Upload' to complete uploading to the system.
- 5. The uploaded document shall appear on the documents uploaded grid.

roviders Facilities Profile Approvals	Advanced Quality Assisted Living (F0							
Facility Dataila	Initial Application	Center Acc						
Applications	🗈 🚖 😫 💶 Q. 🗈 🖻 Ś. 00							
Manage Facility	License Application Classrooms Staff Capacity Background Checks Facility Inspection License Approval Facility Rates Subskly Application							
Characteristics	O Completed O Completed O Completed O Completed O Completed Action Needed Action Needed Pending Pending							
Operations and Services								
Facility Closures	Staff Details - Demographics							
Capacity								
Classroom								
Accreditations	Staff Details							
Staff Management								
Building Use Agreement	Demographics Education Datail Confidentians Accorditation Accignments Staff Decuments							
Child(ren) Enrollment	Demographics Education Detail Certifications Accreditation Assignments Stati Documents							
Inspections								
Plan of Correction	Optional Documents							
Background Checks	Select	•						
License Authorization	_ Select _							
Corrective Action	Original Charle Authorization From							
Incident and Complaints	Background Check Authorization Form							
Appeals	Child Development Associate (CDA) Credential							
Paymonte	CPR and First Aid Certification							
Linloaded Documents	National Association for the Education of Young Children (NAEYC) Professional Development Certificate							
Generate Documents	Other							
Notes	Reference Form							
Messages	Document Name T Description T Uploaded Date T Uploaded By	T						
Audit Log		la Desument History						
N Show All								

Figure 53: Facility Management - Staff Management - Adding Staff Documents

4.8 Household Residents (if applicable)

The Household Residents page is only applicable for family/group home, and relative provider types. In case of these provider types, this screen details all household residents for a provider.

Home	Case	Provider	Reimbursem	nent Admin	DataInsights								ළ Syste	em Admin 🔸
Providers	Faciliti	ies Profil	e Approvals	Facility Applica	tions Subsidy Ap	plications In	cident Reports						Lewis, M Mark DayC	lark (P00028) are (F00029)
				Initial Appli	cation								Group Hom	e Accepted
Facility Applica Manage Char	Details tions Facility acteristics			License App © Compl	Nication Classrooms	Staff Staff	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed				
Operations and Services Facility Closures		Househ	old Residen	S										
Class	Classroom Accreditations Staff Management		Add House	sehold Resident										
Staff			Full Name	τ (ate Of Birth	T	Age 🍸	Relationship to	Applicant/Provider	T	Gender	T		
Household Residents Building Use Agreement		4	0 🕨 🕨 Sho	w All						No Reco	rd Added.			
Child(re Inspect	en) Enrollm ions	ient												
Plan of Backgro	Correction ound Chec	ks												
License	Authoriza	tion												

Figure 54: Facility Management – Household Residents
How to add a new Household Resident?

- 1. Click on 'Add Household Resident' button.
- 2. Add the required fields First Name, Last Name, Date of Birth, Relationship to Applicant/Provider.
- 3. Click on 'Save' to save details and 'Cancel' to cancel the details.

3.9 Building Use Agreement

This screen details out the Building Use Agreement information.

Home	Case	Provider	Reimbu	rsement	Admin	DataInsights											යි System A	dmin -
Providers	Faciliti	es Pro	file Approva	ls Fa	cility Applica	tions Subsi	dy Applic	cations In	cident Reports	i						Advanced Quali	Brook, Harry (y Assisted Living ((P00001) (F00001)
Desility	Dataila				Initial Appli	cation											Center	Accepted
Applica Manage Char	tions Facility acteristics				License App © Compl	lication Classi	rooms	Staff O Completed	Capacity © Completed	Q Background Checks © Completed	Facility Inspection Action Needed	License Approval Action Needed	\$ Facility Rates Pending	Subsidy Ap Pend	plication			
Oper Facil Capa	ations and ity Closure: acity	Services s			Building	J Use Agr	eeme	ent										
Class	sroom				ld 🝸	Address Text	t	T	Emergency Pr	rovider Contact Inform	nation		•	T Is Sut	mitted Agree	ement	T	
Accre	editations Manageme	ent			1									No				
Build Child(re	ling Use Ag en) Enrollm	reement ent			H 4	1 🕨 🕅	Show A	All								1 - 1	of 1 items	
Inspect Plan of	ions Correction																	
Backgro	ound Check	s																
License	Authorizat	ion																
Correct	ive Action																	

Figure 55: Facility Management – Building Use Agreement

How to view Building Use Agreement details?

- 1. Click on 'ID' hyperlink.
- 2. View details regarding the agreement.
- 3. Update details about the agreement.
- 4. Click on 'Save' to save the details or 'Cancel' to cancel the details.

Home Case Provider Reimbursem	nt Admin Datainsights			🔒 System Admin 🔸
Providers Facilities Profile Approvals	acility Applications Subsidy Applications Incident Reports			Gerald, Christian (P00026) Infant care (F00028)
Applications	License Application Classrooms Staff Capacity Background Checks Facility Inspection L	cense Approval Facility Rates Subsidy Application		Center Full License Subsidy
Characteristics	Completed Completed Completed Completed Completed Completed Completed Completed	Completed Completed Completed		
Operations and Services Facility Closures	Building Use Agreement Details			
Classroom	Do you have a Building Use Agreement?			
Accreditations Staff Management	Yes	24 24		
Building Use Agreement	Property Occupancy Status	Emergency Provider's Contact Informa	tion (Contingency Location)	
Child(ren) Enrollment Inspections	Leased	45654336666		
Plan of Correction	Purpose of Use Guidelines and	Requirements	User Responsibilities	
License Authorization	QA1 QA2		QA3	
Corrective Action				
Appeals	497 character(s) left.	497 character(s) left.	497 character(s) left.	
 Subsidy Payments 	User Restriction			
Uploaded Documents	UNT			
Notes	4			
Messages Audit Log	497 character(s) left.			
	Physical Audress			
	1211 Alabama 75		<u>्</u>	
	Street 2			
	Albertville	35951	Marshall	
	Phone Number			
	Primary Phone Number Type Primary Phone	Number	Ext.	
	Cell Phone (345) 676-543	4	Ext.	
	Alternate Phone Number Type Alternate Phone	e Number	Ext.	
	Select Alternate Pho	ne Number	Ext.	
	Fax Number			
	Fax Number			
	Copy of Lease Agreement Document	Permission or Consent letter Documen	ıt	
	Sample Document (8) (1).docx	Sample Document (8) (1).docx		
	Select files	Select files		
	Save Cancel Back To Building Use Agreement			

Figure 56: Facility Management – Building Use Agreement Details

4. CHILD(REN) ENROLLMENT

This screen displays details of the children enrolled in the specific facility.

Home Case Provider Reimburseme	nt Admin DataInsights						은 System Admin -
Providers Facilities Profile Approvals	Facility Applications Subsidy A	plications Incident Report	5				Gerald, Christian (P00026) Infant care (F00028)
	Initial Application						Center Full License Subsidy
Facility Details Applications Manage Facility Child(ren) Enrollment	License Application	Staff Capacity ⊘ Completed ⊘ Completed	Q Background Checks © Completed	Cility Inspection	\$ Facility Rates	Subsidy Application	
Inspections Plan of Correction Background Checks	Child(ren) Enrollme	nt					
License Authorization	Child ID	Child Name	۲	Age (Yrs)	T	Enrollment Type	Ť
Corrective Accono Incident and Complaints Appeals > Subsidy Payments Uploaded Documents	H 4 0 > H St	w All					No Children Record Found.
Generate Documents Notes Messages Audit Log							

Figure 57: Children Enrollment

5. INSPECTIONS

This screen details the information regarding Facility and Fire Safety Inspections.

Under Facility Inspections: User can view any Pending appointments and Inspections already scheduled

spections									
acility Inspection	n								
Pending Appointments									
Scheduler Type		Appointment S	Status	Scheduled Start Date	End Date				
H 4 0 F	Show All					No Schedule A	Assign Found		
Schedule New Ins	pection								
Inspection Type	Scheduled Date	Visit Type	Inspector/Investigator	Inspection Status	Complaint ID	Is Sync From Mobile			
Initial inspection	07/08/2024	Announced	LicensingChildCareConsultant	Completed	NA	No	View		
н 🔺 1 🕨	Show All					1	- 1 of 1 items		

Figure 58: Facility Inspections

How to view inspection details:

- 1. Click on the 'Inspection Type' hyperlink. For instance: Initial Inspection in above case.
- 2. 'View Inspection' screen opens with detailed information about the Inspection.

How to schedule an Inspection?

- 1. Click on 'Schedule New Inspection' button on above screen (refer to Figure 58)
- 2. User is navigated to the below screen to 'Schedule an Appointment' for the Inspection.

ne Case Provider Reimbursement Admin DataInsights		පි System Admin +
iders Facilities Profile Approvals Facility Applications Subsid	y Applications Incident Reports	
Schedule Appointment		
Required to schedule an Inspection		
K Background Checks Gerald, Christian Gim, Ana james, Richard Schedule Appointment Details		
Inspection type	Inspector / Investigator	
Select	Select 😯	
Facility Name	Inspection Method	
Infant care	Select	
Facility Address Alabama 53 Service Road, Montgomery, AL 36116, Montgomery	Comments	
Save Cancel Back To Inspection		

Figure 59: Scheduling an Inspection

- 3. User will be able to select an Inspection Type
- 4. User will be able to select an Inspector/Investigator
- 5. User will be able to select an Inspection Method.
- 6. Click on 'Save' to update the changes.
- 7. Calendar feature is presented. User will be able to select three timings as options for the Inspection. Provider will be notified of the three timings and will be able to confirm one of the timings to undergo Investigation. (Calendar can be viewed Day-wise, Week-wise or Month-wise).

Scheduler	r Type Initial inspection		Facility Name Advanc	ed Quality Assisted Living	Assign	ed To Licensing and Subsidy Specialist	
Facility Add	ddress 7789 Southwest Freeway,	Houston, AL 87978-9879, Houston					
Comments	s						
						Approved	Panding
Option 1	Option 2 Option 3					Approved	1 chung
NOTE: (E	(Drag resource above onto calend	dar below to add to schedule or select	a resource by clicking it then mouse over the	calendar and hit CTRL+V. You can also	copy events by holding CTRL while dragging.)		
Today	 Sunday, June 23 	, 2024 - Saturday, June 29, 2024					Day Week Month
	E 6/02		T 0.05	101 1 0 000			
	Sun 6/25	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29
8:00 AM	Sun 6/25	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29
8:00 AM	Sun 6/25	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27 Little Artists Daycare (F00020) Monitoring inspection	Fri 6/28	Sat 6/29 Mark DayCare (F00029) Initial Inspection
8:00 AM 9:00 AM		Mon b/24	Tue 5/25	Wed b/2b	Thu 6/27 Little Artists Daycare (F00020) Monitoring inspection	Fri 6/28 Garry Daycare (F00025) Initial inspection	Sat 6/29 Mark DayCare (F00029) Initial Inspection
8:00 AM 9:00 AM	Sun 0/23	Mon 6/24	Tue 6/25	Wed bizb	Thu 627 Little Artists Daycare (F00020) Monitoring inspection	Fri 5/28 Garry Daycare (F00025) Initial Inspection	Sat 6/29 Mark DayCare (F00029) Initial Inspection
8:00 AM 9:00 AM 10:00 AM	Sun 0/25	Mon 6/24	Tue 6/25	Wed bizb	Thu 6/27 Little Artists Daycare (F00020) Monitoring inspection	Fri 6/28 Garry Daycare (F00025) Initial Inspection	Sat 6/29 Mark DayCare (*0029) Initial Inspection
8:00 AM 9:00 AM 10:00 AM 11:00 AM		Mon 6/24	iue 6/25	Wed 5/25	Thu 6/27 Little Artists Daycare (F00028) Monitoring inspection	Fri 6/28 Garry Daycare (F00025) Initial Inspection	Sat 6/29 Mark DayCare (*0029) keital Inspection
8:00 AM 9:00 AM 10:00 AM 11:00 AM		Mon b/24	iue 6/25	Wed bizb	The 627	Fri 6/28 Garry Daycare (*00025) initial inspection	Sat 629 Mark DayCore (F00229) kellal Impection
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM		Non 6/24	lue 6/25	Wed bizb	Thur 627 Link-Atlab. Daycare (F80028) Monitoring Impection	Fri 628 Garry Daycare (*60025) hilial Inspection	Sat 629 Mark DayCare (F00029) Initial Inspection
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM	1	Non 6/24	Tue 6/25	Wed bizb	Thu 627 Litle Artists Daycare (*80028) Metitioning Inspection	Fri 628 Garry Doycane (F80025) Initial Inspection	Sat 6/29 Mark DayCare (P00020) Initial Impercision
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM		Non 6/24	iue tu2	Wed bizb	The 627 Little Artisle Daycers (*20020) Monitoring inspection Generatizes Facility (*20024)	Fri 628	Sat 6/29 Mark DayCare (I*002/9) Iostial Impection
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM		Non 6/24	iue 6/25	Wed bizb	The 627 Little Artists Daycare (F30026) Monitoring inspection Generators Facility (F30024) Initial inspection	Fri 628	Sat 6/29 Mark DayCore (I [*] 00029) IoNia Impection
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM	300 562 1 1 1 1 1 1 1 1 1 1 1 1 1	Non 6/24	140 625	Wed bizb	The 627 Little Artists Daycare (F30028) Memberg Inspection Generation Facility (F30024) Detail Inspection	Fit 628	Sat 6/29 Mask DayCare (F00029) kellal Inspection
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM		Mon 6/24	Tue 6/25	Wed bizb	The 627 Line Atlain Departs (F8028) Monitoring inspection Consequences Foodby (F6024) Initial Inspection	Fri G28	Sat 6/29 Mark DayCare (P00620) Ivalial Inspection

Figure 60: Inspection Calendar

Under Fire Inspection: User can view Fire Inspection details.

re Inspection											
Add New Fire Inspection											
Fire Safety Inspection number	Fire Inspection Approval Date	Fire Inspection Date	Expiration Date	Source	Fire Safety Inspection Status	Document Name					
Current Inspections											
 ✓ 1 → → Show All 						1 -	1 of 1 items				



dd New Fire Inspection							
Fire Safety Inspection number	Fire Inspection Approval Date	Fire Inspection Date	Expiration Date	Source	Fire Safety Inspection Status	Document Name	
Current Inspections							
	02/07/2024	02/07/2024	02/07/2025	Local Fire Department	Approved	SupportingDocument.docx	Edit



How to 'add a new Fire Inspection'?

- 1. Click on 'Add New Fire Inspection' button.
- 2. Fill in the mandatory details.
- 3. Click on 'Save' to save the updates.

ire Safety Inspection number			Source	
Fire Safety Inspection number			Select	•
ire Inspection Date		Fire Safety Inspection Status		
	E.	Select	•	
ocuments				
Select files				

Figure 63: Adding Fire Inspection

6. PLAN OF CORRECTION

This screen captures details about the deficiencies noted during the Inspection. It details the Deficiency Summary.

Home Case Provider Reimburseme	ent Admin DataInsights				👌 System Admir
Providers Facilities Profile Approvals	Facility Applications Subsidy Ap	oplications Incident Reports			Brook, Harry (P00 Advanced Quality Assisted Living (F00
	Initial Application				Center Accep
Facility Details Applications ▶ Manage Facility Child(ren) Enrollment	License Application © Completed	Image: Staff Capacity Background Image: Staff Image: Capacity Image: Capacity Image: Capacity Image: Cap	Checks Facility Inspection Action Needed Action Needed	\$ Image: Subsidy Application Pending Pending	
Inspections Plan of Correction Background Checks	Plan of Correction				
License Authorization Corrective Action Incident and Complaints	Deficiency Summary				
Appeals Subsidy	Deficiency	Inspection Type	Date of Inspection	Deficiency Source	Staff/Child
Payments Uploaded Documents Generate Documents Notes Messages Audit Log		Show All		No deficie	encies found in Inspection

Figure 64: Plan of Correction

7. BACKGROUND CHECK

The following screen displays all the Background Check information for: Current Staff, Provider and Contact Person, Household Members & Terminated Staff. Additionally, the screen also details the information regarding Tuberculosis Test.

Home Case Provider Reimburseme	ent Admin DataInsights								음 System Admin +	
Providers Facilities Profile Approvals	Facility Applications Subsidy Application	s Incident Reports						Advanced Quality As	Brook, Harry (P00001) sisted Living (F00001)	
Eacility Dataile	Initial Application								Center Accepted	
Applications Applications Manage Facility Child(ren) Enroliment	License Application © Completed © Completed	Image: Second	And Checks npleted Facility Inspect Action Need	ction License Approval	J Facility Rates Pending	Subsidy Application Pending				
Inspections Plan of Correction Background Checks	Background Check									
License Authorization	Current Staff									
Incident and Complaints	Background Check ID Name	Background Check Status	Disposition Status	Disposition Date	Suitability/ Unsui	itability Letter CBC I	Document	CA/N Document		
Appeals	BC000016 Brook, Christie	Active	Suitable			Suppr	ortingDocument.docx	SupportingDocumentCPR.docx		
Subsidy Payments	K 4 1 F H Show All	K ≪ 1 ► M Show All 1-1 of 1 items								
Generate Documents	Provider and Contact Person									
Notes Messages	Background Check ID Name	Background Check Status	Disposition Status	Disposition Date	Suitability/ Unsuit	ability Letter CBC D	Jocument	CA/N Document		
Audit Log	BC000001 Brook, Harry	Active	Suitable			Suppo	ortingDocument.docx	SupportingDocumentCPR.docx		
	H I H Show All							1 - 1 of 1 items		
	Terminated Staff									
	Background Check ID Name	Background Check Status	Disposition Statu	IS Disposition	n Date Sur	itability/ Unsuitability Lette	er CBC Doci	ument CA/N Document		
	K C F H Show All							No Terminated Staff Found		
	Tuberculosis Test Information								I	
	Name	sult Date		Expiration Date			Result			
		Jun Dato		Expiration 2						

Figure 65: Background Checks

How to view Background Check details?

- 1. Click on the 'Background Check ID' hyperlink.
- 2. 'Background Check Details' screen opens with detailed information about the respective person.

Provider	Reimbursement Admin									System Admin
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications In	cident Reports							Jose	ph, Emi (P00009)
									Family Ho	me Full License
Facility Details Applications ► Manage Facility	Initial Application License Application Pending Client Pending	s Staff Capacity Pending Pending	Background Checks Pending © Con	spection pleted	E Approval					
Inspections Plan of Correction	Background Check Details									
Background Checks License Authorization	Facility Point of Contact Details - Lee	, Martin							>	
Corrective Action Incident and Complaints Appeals	Criminal Background Check								~	
Subsidy Payments	Add Criminal Background Check									
Uploaded Documents Generate Documents	CBC Received Date CBC	Issued Date	CBC Expiration Date	CBC Re	esult	Approved	CBC Attachment			
Notes	 Current Checks 									
Messages Audit Log	04/01/2024 04/01	1/2024	04/01/2027	Pending	9	Yes	SupportingDocument.d	ocx	View	
	H I H Show All							1-	1 of 1 items	
	Child Abuse and Neglect Registry	/							~	
		_								
	Add Child Abuse and Neglect Registr	У								
	State Name CA/N Received Date	CA/N Issued Date	CA/N Expiration Date	A/N Result	Has This Pe	erson Lived in M	ultiple States in Last 5	Years? Approved	d CA/N Attach	
	✓ Current Checks									
	06/27/2024	06/17/2024	06/27/2029	Not ndicated	No			Yes	SupportingD	
	Image: Note of the second seco]						1 - 1	of 1 items	
	Disposition								~	
	Disposition Status	Disposition De	termination Date	Suitabil	itv Letter Dat	te	Suitability	Expiration Date		1
	Suitable	03/31/2024	Ē	04/01/	/2024		04/01/20	27	÷	
	Process Disposition									
										J
	Background Check									
	 Criminal Background Check Child Protection Register Check Disposition 									
	Approved 🔲 🦻									
	Cancel Back To Background Check									



Under **'Background Check Details'** screen, to add a new 'Criminal Background Check' record follow the below steps:

How to add a new 'Criminal Background Check' record?

- 1. Click on 'Add Criminal Background Check' button.
- 2. Fill in the mandatory details.
- 3. Click on 'Save' to save the updates or 'Cancel' to cancel out the updates.

How to add a new 'Child Abuse and Neglect Registry' record?

- 1. Click on 'Upload CA/N Document Authorization' button.
- 2. Upload the required document.
- 3. Click on 'Save' to save the updates or 'Cancel' to cancel out the updates.

How to process a Disposition?

- 1. Select appropriate value from the 'Disposition Status' dropdown.
- 2. Add a date for 'Suitability Letter Date'.
- 3. Click on 'Process Disposition' button.

After successfully following the above steps, the 'Approve' button on the bottom of the screen gets enabled for the authorized user to 'Approve' the Background Check.

8. LICENSE AUTHORIZATION

This screen displays the License authorization details. It captures the licenses/exemptions provided in the past and the status of Current License/Exemption.

Home Case Provider Reimbursement	Admin DataInsights	
Providers Facilities Profile Approvals Fa	cility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications Manage Facility Child(ren) Enroliment Inspections	Initial Application Set Set Capach Capach Background Checks Facility inspector License Approval Facility inspector Facil	Center Accepted
Plan of Correction Background Checks License Authorization Corrective Action	Required for License Approval	
Incident and Complaints Appeals Subsidy Payments Uploaded Documents	Yrovider Profile Facility inspection No Open Deficiencies	
Generate Documents Notes Messages Audit Log	Issue License Section Effective Date	
	Issue Full License Deny 📾 🧿	
	Current License	
	License Number License Status Effective/Issue Date Expiration Date	o Record Found.
	License History	
	License Number T License Status T Effective/tssue Date T Expiration Date	No Record Found

Figure 67: License Authorization

Authorized users are also allowed to Renew/Issue a License/Exemption when all pre-conditions are met OR Suspend, Revoke, Deny or Put on Probation the License/Exemption if there are any deficiencies found during an Inspection or Incident Report.



Figure 68: Issuing a License/Exemption

9. CORRECTIVE ACTION

This screen displays all the corrective actions required by the provider to be taken, for their application to be approved.

Home Case Provider Reimbursem	ent Admin DataInsights				👃 System Admin 👻
Providers Facilities Profile Approvals	Facility Applications Subsidy Ap	plications Incident Reports	5		Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Excility Datalla	Initial Application				Center Accepted
Applications Manage Facility Child(ren) Enrollment	License Application © Completed	Staff Capacity © Completed © Completed	Q Eackground Checks	License Approval Action Needed Pending	Subsidy Application Pending
Inspections Plan of Correction Background Checks	Corrective Action				
License Authorization Corrective Action	Corrective Action Details				
Incident and Complaints Appeals	Add New Details				
Subsidy Payments	ID ▼ Beg	in Date	▼ End Date	▼ Re	ason T
Generate Documents		Show All			No Record Found.
Messages Audit Log					



How to create a new corrective action record?

- 1. Click on 'Add New Details'.
- 2. Fill in the mandatory details.
- 3. Click on 'Save' to save the details or 'Cancel' to cancel out the details.

10. INCIDENT AND COMPLAINTS

This screen captures all the incidents and complaints filed against the provider.

Home Case Provider Reimbursen	ient Admin DataInsights	👌 System Admin 👻
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P0000 Advanced Quality Assisted Living (F00001
Eacility Details	Initial Application	Center Accepted
Applications Manage Facility Child(ren) Enrollment	Image: Classrooms Staff Capacity Background Checks Facility Inspection Cicense Application © Completed © Completed © Completed © Completed © Completed Pending	I Subsidy Application Pending
Inspections Plan of Correction Background Checks	Incident and Complaints	
License Authorization Corrective Action	Complaints	
Incident and Complaints Appeals	Complaint ID Incident/Complaint Status Enforcement Stat	tus
 Subsidy Payments 	H Image: Constraint of the second s	No Complaint Found
Uploaded Documents Generate Documents		
Notes	Incident	
Audit Log	Incident ID Incident/Complaint Status Enforcement Status	S
	H 4 0 > H Show All	No Incident Found

Figure 70: Incident and Complaints

11. APPEALS

This screen captures all the Appeals made by the provider.

Home Case Provider Reimbursen	nent Admin DataInsights				🔒 System Admin 🚽
Providers Facilities Profile Approvals	Facility Applications Subsidy Appli	ications Incident Reports		Advand	Brook, Harry (P00001) ed Quality Assisted Living (F00001)
E-silt- D-t-ils	Initial Application				Center Accepted
Applications Manage Facility Child(ren) Enrollment Inspections Plan of Correction Background Checks License Authorization Corrective Action Incident and Complaints	Classrooms Completed Appeals Hearing Details	Staff Capacity Background Chere © Completed © Completed	ks Facility Inspection Action Needed Action Needed	\$ Facility Rates Pending	plication
Appeals > Subsidy Payments Uploaded Documents Generate Documents Notes Messages Audit Log	Add Hearing Details Created Date	Scheduled Date	Type of Review	Notes Out	come



How to add new hearing details?

- 1. Click on 'Add Hearing Details' button.
- 2. Fill in the mandatory details.
- 3. Click on 'Update' to save the changes or 'Cancel' to cancel the changes.

12. SUBSIDY

12.1. Subsidy Application

This screen displays all subsidy applications for the respective facility.

Home Case Provider Reimbursement	t Admin DataInsights				🖉 System Admin 🗸
Providers Facilities Profile Approvals Fa	acility Applications Subsidy Ap	plications Incident Reports	3		Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
	Initial Application				Center Accepted
Facility Defails Applications ► Manage Facility Child(ren) Enrollment	License Application © Completed	Staff Capacity Capacity Capacity Capacity	Q Background Checks ⊘ Completed Generation Action Needed	License Approval Action Needed	Subsidy Application Pending
Inspections Plan of Correction Background Checks License Authorization	Subsidy Application				
Corrective Action	Applications				
Incident and Complaints					
Appeals	Application ID Type O	Application Status	Application Submitted Date	Application Approved Da	te Effective Date
Subsidy Subsidy Application Subsidy Enrollments	K 4 0 F H S	now All			No Linked Application
Facility QR Code					
Attendance					
Subsidy Authorization					
Payments					
Uploaded Documents					
Generate Documents					
Notes					
Messages					
Audit Log					

Figure 72: Subsidy Application

12.2. Subsidy Enrollments

This screen displays the subsidized child enrollments.

Home Case Provider Reimbursen	ent Admin DataInsights	👌 System Admir
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P00 Advanced Quality Assisted Living (F00
Eccility Dotails	Initial Application	Center Accep
Applications Manage Facility Child(ren) Enrollment	License Application © Completed © Completed © Completed	© Subsidy Application Pending
Inspections Plan of Correction Background Checks	Subsidy Enrollments	
License Authorization Corrective Action Incident and Complaints	NOTE: This screen displays the subsidized Children enrollments	
Appeals Subsidy Subsidy Application	Subsidized	
Subsidy Enrollments Facility QR Code Attendance	Child Name Y Parent / Guardian Name Y Placement Begin Date Y Placement Begin Date Y Placement Begin Date All	No subsidized children found
Rates Subsidy Authorization Payments Uploaded Documents Generate Documents Notes		

12.3. Facility QR Code

This screen provides a QR Code to scan in order for authorized users to mark attendance.



Figure 74: Facility QR Code

12.4. <u>Attendance</u>

This screen allows an authorized user to view/edit attendance for the selected service period. Users will also be able to view/edit the attendance by clicking on the month.

Home Case Provider Reimburseme	nt Admin DataInsights	👌 System Admin 🗸
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications • Manage Facility Child(ren) Enrollment Inspections Plan of Correction Background Checks License Authorization Corrective Action Incident and Complaints Appeals • Subsidy Application Subsidy Paroliments Facility OR Code Mandatore Rates Subsidy Authorization Paymonts Uploaded Documents	Initial Application Imitial Application Classrooms Staff Capacity Background Checks Pacility Inspection License Approval Completed Completed Completed Completed Completed Completed Click on a Service Period to View/Edit attendance. Service Period 4 Y Status Y Children Received	Advanced quality Assisted Living (F00001) Center Accepted
Audit Log		

Figure 75: Attendance

12.5. <u>Rates</u>

This screen allows the user to create a new rate set for a facility.

Home Case Provider Reimbursement	Admin DataInsights	🔒 System Admin 🗸	
Providers Facilities Profile Approvals Fa	cility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)	
Facility Dataila	Initial Application	Center Accepted	
Applications Manage Facility Child(ren) Enrollment	Image: Completed Image: Completed <th completed<<="" image:="" th=""><th></th></th>	<th></th>	
Inspections Plan of Correction Background Checks	Rates		
License Authorization Corrective Action	Create New Rate Set		
Incident and Complaints	Effective Date 🝸 Status	Ŧ	
Appeals Subsidy 	H 4 0 H Show All	No Rate Set Found	
Subsidy Application Subsidy Enrollments			
Facility QR Code Attendance			
Rates Subsidy Authorization			
Payments			
Uploaded Documents			
Generate Documents			
Notes			
Audit Log			

Figure 76: Rates

How to create a New Rate Set?

- 1. Click on 'Create New Rate Set' button, to be taken to the following screen:
- 2. Click on the calendar icon to select an 'Effective Date'.
- 3. Click on the 'Rate' field to type in a dollar amount or use the increment or decrement buttons to increase or decrease an amount value for each 'Care Level'.
- 4. Check the box if the 'facility offers discount rates' and enter the discount percentage.
- 5. Click on 'Submit'.

The grid on main screen should display the Effective Date of the Rate Set along with the Status (refer to Figure 76).

Home Case Provider Reimbursement	Admin DataInsights			ළ System Admin -
Providers Facilities Profile Approvals Fa Child(ren) Enroliment Inspections Plan of Correction	acility Applications Subsidy Application	ns Incident Reports		Brook, Harry (P00001) Advanced Quality Assisted Living (F00001) Center Accepted
Background Checks License Authorization Corrective Action Incident and Complaints Appeals	Effective Date	ef.		
 Subsidy Subsidy Application 	Care Level	Unit of Care	Rate	
Subsidy Enrollments Facility QR Code	Infant	Full-Time	\$0.00	\$*
Attendance Rates		Part-Time	\$0.00	<u>ک</u>
Subsidy Authorization Payments	PreSchool	Full-Time	\$0.00	¥*
Generate Documents		Part-Time	\$0.00	* *
Messages Audit Log	School-Age	Full-Time	\$0.00	* *
, total Log		Part-Time	\$0.00	* *
	Registration Fee		\$0.00	* *
	Equility offers discount rates			
	- racinty oners discount rates			
	Submit			

Figure 77: Creating a New Rate Set

12.6. Subsidy Authorization

This screen represents all information regarding subsidy authorization. i.e., Subsidy status, Program violation information.

Home Case Provider Reimbursemen	Admin DataInsights	🔒 System Admin 🗸
Providers Facilities Profile Approvals F	cility Applications Subsidy Applications Incident Reports	Brook, Harry (P0000 Advanced Quality Assisted Living (F0000
Eacility Details	Initial Application	Center Accepted
Applications Applications Manage Facility Child(ren) Enrollment	Image: Completed Image: Completed<	
Inspections Plan of Correction Background Checks	Subsidy Authorization	
License Authorization Corrective Action	Subsidy Status	
Incident and Complaints Appeals	Effective Date	
✓ Subsidy		
Subsidy Application Subsidy Enrollments Facility QR Code	Save	
Rates Subsidy Authorization	Program Violation Information	
Payments Uploaded Documents	Add Program Violation	
Generate Documents	Category Name	Ŧ
Notes Messages Audit Log	K 4 0 F H Show All	No Program Violations

Figure 78: Subsidy Authorization

Alternatively, on this page, authorized users will also be able to 'Terminate' a subsidy by clicking on the 'Terminated' button, as follows:

Subsidy Authorization					
Subsidy Status					
Effective Date					
Terminated					
Program Violation Information					
Add Program Violation					
Category Name	T	Date Of Violation	T	Document Name	Ť
Show All					No Program Violations

Figure 79: Terminating a Subsidy

13. PAYMENTS

The payments section allows users to view adjustments, paid payments, and pending payments to be made to the specific facility in question.

Home Case Provider Reimbursem	nent Admin DataInsights						은 System Admin ~
Providers Facilities Profile Approvals	Facility Applications Subsidy App	lications Incident Reports					Brook, Harry (P0000 Advanced Quality Assisted Living (F0000 Center Accepted
Facility Details Applications ► Manage Facility Child(ren) Enrollment	License Application © Completed © Completed	taff Staff ⓒ Completed ⓒ Completed	Q Background Checks © Completed	Facility Inspection Action Needed	Icense Approval \$ Action Needed Pend	Rates Subsidy Application ing Pending	n
Inspections Plan of Correction Background Checks License Authorization	Payments						
Corrective Action Incident and Complaints Appeals > Subsidy	Add Reimbursement: Registrati	on Fee School Closure E t Recoupment Provider Payr	Extended Stay Uns	scheduled Attendand	ice 🔻 Other		
Payments Uploaded Documents Generate Documents	Created Date ↓	Type v All	Facili	ty	Amount	Balance	Status No Payment Adjustments Found.
Notes Messages Audit Log	Paid Payments		Туре	Facility		Amount	Status
	H I D H Show	v All	-76-	,			No Payments Found.
	Pending Payments	Facility		Amount		S	Status
	H I D F F Show	v All					No Payments Found.

Figure 80: Payments

On this screen, authorized users will also be able to manually add and submit recoupments and payments, based on the requirement, by clicking on the respective buttons (refer to Figure 80).

14. UPLOADED DOCUMENTS

The Uploaded Documents section lets the user view documents uploaded for the respective facility.

Home Case Provider Reimbursem	ent Admin DataInsights				👌 System Admin 🗸
Providers Facilities Profile Approvals	Facility Applications Subsidy Applications	ncident Reports			Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications Manage Facility Child(ren) Enrollment Inspections Plan of Correction Background Checks License Authorization Correction	Initial Application License Application © Completed © Completed Uploaded Documents Optional Documents	Capacity © Completed Q Capacity © Completed Q Completed Q Completed Q Completed Q Completed Completed	ection License Approval Action Needed Pending	3 Subsidy Application Pending	Center Accepted
Incident and Complaints Appeals	Application Upload History				~
Payments	Document Name	Description	Uploaded Date T	Uploaded By	
Uploaded Documents Generate Documents	SupportingDocument.docx	Certificate of Occupancy	6/26/2024 12:37 AM	Brook, Harry	Request
Notes Messages	SupportingDocument0.docx	Medical Health Form	6/26/2024 12:37 AM	Brook, Harry	Request
Audit Log	SupportingDocument1.docx	Zoning Document	6/26/2024 12:37 AM	Brook, Harry	Request
	SupportingDocument2.docx	Floor Plan	6/26/2024 12:37 AM	Brook, Harry	Request
	SupportingDocument3.docx	Catering Plan/Food Permit	6/26/2024 12:37 AM	Brook, Harry	Request
	H I 2 H Show All				1 - 5 of 7 items

Figure 81: Uploaded Documents Grid

How to view an Uploaded Document?

- 1. Click on the respective document name hyperlink.
- 2. The document will be downloaded for user's viewing.

15. GENERATE DOCUMENTS

The 'Generate Documents' screen allows user to generate Facility related documents and download them.

Home Case Provider Reimbursemer	t Admin DataInsights	👌 System Admin 🗸
Providers Facilities Profile Approvals F	acility Applications Subsidy Applications Incident Reports	Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
5 T 5 1 1	Initial Application	Center Accepted
Facility Details Applications Manage Facility Child(ren) Enrollment	Image: Completed Image: Completed <thimage: completed<="" th=""> <thimage: completed<="" t<="" td=""><td></td></thimage:></thimage:>	
Inspections Plan of Correction Background Checks	Generate Documents	
License Authorization Corrective Action Incident and Complaints	Document Template - Select -	
Appeals Subsidy Payments 	Generate Document	Add Manual Document
Uploaded Documents Generate Documents	Document History	
Notes	Document Name T Generated/Uploaded Date/Time T Published By	▼ Status ▼
Messages Audit Log	District attorney letter - unlicensed center/2024/0627-103104 06/27/2024 10.31.04 AM	Not Published
	Memorandum to the file20240626-153428 06/26/2024 03:34:28 PM SystemAdmin	Published
	Memorandum to the file20240626-082550 (1) 06/26/2024 08:25:50 AM SystemAdmin	Published
	Corrective action report form20240626-080737 06/26/2024 08:07:37 AM	Not Published
	Licensing Memorandum20240626-080647 06/26/2024 08:06:46 AM SystemAdmin	Published
	Corrective action report form20240626-080444 06/26/2024 08:04:43 AM	Not Published
	License application approval letter20240626-080041 (1) 06/26/2024 08:00:40 AM SystemAdmin	Published
	License application approval letter20240626-075917 06/26/2024 07:59:16 AM	Not Published
	K 4 1 F K Show All	1 - 8 of 8 items

Figure 82: Generate Documents

How to Generate Documents?

- 1. Click on 'Generate Documents' tab from left navigation.
- 2. Select a document to be generated from the list of documents in the dropdown.
- 3. Click on 'Generate Document'. Generated document will be displayed in the 'Document History' grid.
- 4. The document shall appear in the 'Document History' grid.
- 5. Click on Document Name hyperlink under the 'Generate Document' column to download the document.

16. NOTES

How can a user create notes?

- 1. Click on 'Notes' tab from left navigation. You will be navigated to the screen displaying notes summary
- 2. Click on 'Add new Note'
- 3. Select 'Name' LOV from the drop down
- 4. Enter the description/ elaboration in the text box.
- 5. Click on Update

Home Case	Provider	Reimbursen	nent	Admin Da	tainsights												e	System	n Admin 👻
Providers Facilitie	es Profil	e Approvals	Fac	ility Applications	Subsidy A	plications In	cident Reports	i								Advance	Br d Quality Assis	ook, Hari ted Livir	ry (P00001) ng (F00001)
Escility Details				Initial Applicatio	n													Center	Accepted
Applications Manage Facility Child(ren) Enrollme	ənt			License Application	n Classrooms <i>O Complete</i>	Staff Staff	Capacity © Completed	Q Background (O Completed)	Checks F	Cacility Inspection Action Needed	CLICENSE Approval Action Needed	Facility Per	\$ y Rates nding	© Subsidy Application Pending					
Inspections Plan of Correction Background Check	S			Notes															
License Authorizati Corrective Action	on			Add New Note	•														
Incident and Comp	laints			Program	T	Name		T	User			T I	Date ↓	Υ					
Appeals				Text										Υ					
Payments Uploaded Docume	nts					Select		,	System	Admin		(6/27/202	4	Update	Cancel			
Generate Documer	nts					- Select 90 Day visit		^											
Messages Audit Log						Change in Eligit Changed Addre	bility Category ss												
				K < 1	> > Sh	Compliance Deny Fire											1 - 1 of 1 ite	ems	
				Print															



17. MESSAGES

The messages screen consists of two sub tabs:

- > Internal Messages: In which user can create manual tasks with the due date and assign it to users.
- Provider Messages: This tab displays the requests received from the provider portal and tasks for the provider.

Internal Messages:

Home Case Provider Reimbursem	ent Admin DataInsights				👌 System Admin 🗸
Providers Facilities Profile Approvals	Facility Applications Subsidy Applic	cations Incident Reports			Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications Manage Facility Child(ren) Enrollment Inspections Plan of Correction Background Checks License Authorization Corrective Action Incident and Complaints Appeals Subsidy Payments Uploaded Documents Generate Documents	Initial Application Classrooms Completed Cassours Completed Messages Internal Messages Facility M Tasks	Staff © Completed Aessages	Q Background Checks ⊘ Completed Action Nees	ection Lucense Approval Action Needed Pending Pending Pending Pending	
Messages Audit Log	Message Type Sev	verity Date ↓	Due Date	Distributed To	
	Manual Message 2 (SystemAdmin)	▲ ▼ 6/27/2024 5:38 PM		- Select -	Cancel
	H 1 ► N Sh	now All			6 1 - 1 of 1 ltems

Figure 84: Internal Messages

How to 'Add Manual Message'?

- 1. Click on 'Messages' from the left navigation
- 2. Click on 'Add Manual Message' button from the tasks container (refer to Figure 84)
- 3. Set the 'Severity'
- 4. Enter 'Due Date'
- 5. Select the user to assign the message/tasks from 'Distributed To' drop down
- 6. Click on 'Update'

Facility Messages:

Home Case Provider Reimburse	ment Admin DataInsights				은 System Admin -
Providers Facilities Profile Approvals Manage Facility Child(ren) Enrollment	Facility Applications Subsidy Applications License Application Classrooms State © Completed © Completed © Completed	Incident Reports	Action Needed Action	Approval Pacility Hates Subsky Application Needed Pending Pending	Brook, Harry (P0000 Advanced Quality Assisted Living (F00001 Center Accepted
Inspections Plan of Correction Background Checks	Messages				
License Authorization Corrective Action Incident and Complaints	Messages				
Appeals ► Subsidy Payments	Internal Messages Facility Messages	i			
Uploaded Documents Generate Documents Notes	Facility Message		Date ↓	Distributed To	
Messages Audit Log	R C P P Show All				No Tasks.
	Tasks				
	Add Facility Message Facility Message	Severity	Date ↓	Due Date	
	Facility Message (SystemAdmin)	2	6/27/2024 5:38 PM		Update Cancel
	Show All				1 - 1 of 1 items

Figure 85: Facility Messages

How to create provider tasks?

- 1. Click on 'Facility Messages' tab under 'Messages'
- 2. Click on 'Add Facility Message' button from the tasks container
- 3. Set the 'Severity'
- 4. Enter 'Due Date' and comments for the Facility.
- 5. Click on 'Update'

18. AUDIT LOG

The level of information you can view in the audit trail includes 'Username', 'Log Date', 'Module', 'Page' and 'Message'. The audit log screen displays the users who logged into the system, the associated modules accessed by the user, and the actions performed on the different pages of the module.

Home Case Provider Reimbursemen	nt Admin DataInsights			🔗 System Admin 🗸
Providers Facilities Profile Approvals F	Facility Applications Subsidy Appl	ications Incident Reports		Brook, Harry (P00001) Advanced Quality Assisted Living (F00001)
Facility Details Applications Manage Facility Child(ren) Enrollment Inspections Plan of Correction	Initial Application	Staff Capacity Background Checks © Completed Completed	Facility Inspection Action Needed	Center Accorpted (3) sidy Application Pending
Background Checks License Authorization Corrective Action Incident and Complaints Appeals • Subsidy Payments Uploaded Documents Generate Documents Notes Messages Audit Log	User Name	▼ Log Date ↓	Y Module Y Page	Message No Log Entries

Figure 86: Audit Log

PROFILE APPROVALS SUB-MODULE

SUBMITTED PROFILE APPROVALS

This screen displays all profiles submitted by different providers.

Ho	me Case Provider	Reimb	ursement Admin Datalı	nsigt	ıts				👌 System Admin 🗕
Prov	viders Facilities Profile	Approv	vals Facility Applications	Su	bsidy Applications Incident Report	ts	i		
	Submitted Profile	Арр	rovals						
	Provider Name	T	Provider Type	T	Business Name	1	Email	Address	T
	Jaxton, Carter D		Relative				Carter@sharklasers.com	4566 Alabama 59, Foley, AL 36535, Baldwin	
	н ч 1 м								1 - 1 of 1 items



How to review provider profiles?

- 1. Log in as an Authorized User, which has role-based access for the Initial approval process for provider license applications.
- 2. Click on Provider Module.
- 3. Click on Profile Approvals sub-module. You will be navigated to screen displaying Submitted Provider Profiles for approval.

4. Click on Provider ID hyperlink, to review the respective provider profile. You will be navigated to screen displaying Provider Details, as follows:

Home Case Provider Reimbursement	Admin DataInsights				🔒 System Admin -
Providers Facilities Profile Approvals Fac	ility Applications Subsidy Applications Incide	ent Reports			Jaxton, Carter D (P00021)
Provider Details Point of Contact Details Account Details	Provider Details				
Uploaded Documents	Provider Details				
Payments	First Name	Mic	ddle Name	Last Name	
Generate Documents Assignments	Carter	•)	Jaxton	•
Notes	Email	Date of Birth	Gender		
Messages Audit Log	Carter@sharklasers.com	02/03/2002	Male	V	
	Language Preference	FEI	IN/S SN		
	English	۲ 5	55-55-5556	•	
	Profile Approval				
	leam				
	Autauga Licensing Team				•
	User	Name	Role	leam Role	
	Provider Assignments				
	Add Licensing Child Care Consultant				
	User	Name	Role	Provider Assignment	
	CMAProviderSpecialist	CMA Provider Specialist	CMA Provider Specialist	CMA Provider Specialist	Edit Delete
	Save Send To Worker Send For Correction De	ny 🔳 🔊			
© CITI Version: 2.0.8943.6483	© 2022 Creative Information Tech	nology Inc. All rights reserved.	Home Terms Priva	cy Powered by ∭ [[[[]][[]][[]][[]][[]]][]][]][]][]][]][A Product of CITI

Figure 88: Provider Details

- 5. Review the information submitted by visiting all left navigation tabs.
- Click on 'Approve' if the submitted information is relevant. OR
- 7. Click on 'Send for Correction' in case the information needs any updates from the provider.

FACILITY APPLICATIONS SUB-MODULE

SUBMITTED APPLICATIONS SCREEN

Ho	me Case	Provider Reimbu	irsement Admir	n DataInsights					උ System Admin ·
Prov	riders Faciliti	es Profile Approv	als Facility App	lications Subsidy Applications Incident Reports					
	Submitted	Applications							
	Application ID	Facility Name	Facility Type	Facility Address	Provider ID	Provider Name	Application Type	Application Status	Application Created Date
	AP033	Jacks' Daycare	Center	12123 Red Hill Road Extension, Bay Minette, AL 36507, Baldwin	P00030	Jacks, Will	Initial	Submitted	06/27/2024
	H 4 1								1 - 1 of 1 items
	Search								

Figure 89: Submitted Facility Applications

How to view submitted facility applications?

- 1. Log in as an Authorized User, which has role-based access for the Initial approval process for provider license applications.
- 2. Click on Provider Module
- 3. Click on the Facility Applications sub-module. You will be navigated to the screen displaying submitted facility applications.
- 4. Click on Application ID hyperlink, to review the respective facility application
- 5. Review the information submitted by visiting all left navigation tabs, as follows:

FACILITY APPLICATION:

1. ORIENTATION

This screen displays the orientation score obtained by the provider.



Figure 90: Orientation

2. FACILITY INFORMATION

This screen displays the information entered by the Provider on the Provider portal regarding the facility.

	Eacility Information			
pplication ID AP033				
ate 6/27/2024 pplication Type Initial	Information			•
acility Type Center acility Name Jacks' Daycare	Name 🔁			
ientation	Jacks' Daycare			Apply for Subsidy
clity Information	Physical Address of Facility			
a Safety Inspection Certificate				
liding Use Agreement pporting Documents	12123 Ked Hill Koad Extension			Y
knowledgement mmary	Street 2			
	Bay Minette		AL 36507	Baldwin
	Different Mailing Address			
	Phone Number			
	Primary Phone Number Type		Primary Phone Number	Ext.
	Cell Phone	24	(123) 123-1231	• Ext.
	Alternate Phone Number Type		Alternate Phone Number	Ext.
	- Select	*	Alternate Phone Number	Ext.
	Facility Email		Website	Fax Number
	willjacks@sharklasers.com		http://www.domain.com or https://www.domain.com	Fax Number
	Point of Contact			
	Contact Type			
	(Provider - Licensee) Jacks, Will			
	First Name		Middle Name	Last Name
	Will		Middle Name	Jacks
	Email		Date Of Birth	Gender T
	wingatina gyon ar nabie/5.000		0.00.0381	

Figure 91: Facility Information

3. FACILITY OPERATION INFORMATION

This screen captures the Facility Operation Information. It includes details regarding: Hours of Operation, Children to Be Served, Type of Care Category, and Holidays.

Image: Control of the con	second second </th <th>Interest of the second of the sec</th> <th>Eacility Operation Informatio</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Interest of the second of the sec	Eacility Operation Informatio					
Interface Interface </th <th>Production Production Product</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Production Product							
	Jood part Jood part <td>spart v Implementation <td>Service Schedule ()</td><td></td><td></td><td></td><td>Proposed number of chile</td><td>Iren to be cared for</td></td>	spart v Implementation Implementation <td>Service Schedule ()</td> <td></td> <td></td> <td></td> <td>Proposed number of chile</td> <td>Iren to be cared for</td>	Service Schedule ()				Proposed number of chile	Iren to be cared for
Real Colorestion Real Colorestion Stat 7 R54, Stage States T46 - 5.8 M. Colorestic Table Description <	Kur di diventation Kur di diventation Kur di diventation Nording Time Nord	Kurdenkaki Kurdenkaki <td>Scrool year</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Scrool year					
bec:cores uses 2447-744, tigt totes 27 447-84. Cores Tame Cores Tame Image: Cores Tame Image: Cores Tame Image: Cores Tame Image: Cores Tame Image: Cores Tame <	Net Captore has 5.44.742.4524.has Oring Time 0 Typ Time 0 Typ Time <	bet oppreventer SAM - C forg firm	Hours of Operation					
Owner Carrier Starte Start	gene in the first detend digs i	geng Tam Geng Tam geng Tam Bend Tam in the fame	Note: Daytime hours & AM - 1	7 PM, Night hours: 7 PM - 6 AM.				
Image: State of the	0 0000 0 0000 1 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 00000 0 00000 0 00000 0 00000 0 0000 0 00000 0 00000 0 00000 0 00000 0 00000 0 00000 0 00000 0 00000 0 00000 0 000000 0 000000 0 000000	SDAM SDAM SDAM SDAM SDAM <td< td=""><td>Opening Time</td><td>Closing Time</td><td></td><td></td><td></td><td></td></td<>	Opening Time	Closing Time				
Image: market in the second transmission of the second transmiss	Image: Sector of the sector of th	Image: mode in the im	6.00 AM	© 8:00 PM	O 24 Hours	Same Time For Sel	elected Days	Operate on Holidays
Image: Image	Image: Section of the sec	Image: market in the second secon						
Image: Image	Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation	Image: market in the state stat						
Opending Opending Opending Opending Opending Is SAM Is S	Opening Time Clouing Time Opening Time Clouing Time Is Monday SSAM SSAM SSAM O Is Monday SSAM SSAM SSAM O Is Monday SSAM SSAM SSAM O Is Monday SSAM SSAM O O O Is Monday SSAM O SSAM O O Is Monday SSAM SSAM SSAM O O Is Monday SSAM SSAM SSAM SSAM Is Monday SSAM SSAM SSAM SSAM Is Monday SSAM SSAM SSAM	Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree Derive Tree </td <td></td> <td></td> <td>Day Time</td> <td></td> <td>Night Time</td> <td></td>			Day Time		Night Time	
Index 10044 0 1074 0 0 0 Index 10044 0 1074 0 0 0 0 Index 10044 0 1074 0 0 0 0 0 Index 10044 0 1074 0	Workshy 28.2M 0 10.7M 0	Node 00000 Node 000000 Node 000000 Node 000000 Node 0000000 Node 00000000 Node 000000000000 Node 000000000000000000000000000000000000			Opening Time	Closing Time	Opening Time	Closing Time
Image: 00.000	9 Tecky 926.M 927.M 0 0 0 9 Tecky 0 0 0 0 0 0 tecky 0 0 0 0 0 0 tecky 0 0 0 0 0 0 tecky 0 0 0 0 0	I markety 000000000000000000000000000000000000	Monday		6.00 AM	6.00 PM		
Indextady 150 MA 150 FM 0 0 0 Invaday 150 FM 0 100 FM 0 0 Indext 150 FM 0 0 0 0 Indext 0 0 0 0 0 Indext 0 0 0 0 0	Immedianty 10 MM 10 MM 0 0 Immedianty 10 MM 10 MM 0 0 Immedianty 10 MM 10 MM 0 0 Immedianty 10 MM 0 0 0 Immedianty 0 0 0 <t< td=""><td>Immedian 10044 0 1004 0 0 Immedian 10044 0 1004 0 0 Immedian 10044 0 1004 0 0 Immedian 1004 0 0 0 0 Immedian 0 0 0 0 0</td><td>Tuesday</td><td></td><td>8:00 AM 💿</td><td>6.00 PM 🕓</td><td></td><td></td></t<>	Immedian 10044 0 1004 0 0 Immedian 10044 0 1004 0 0 Immedian 10044 0 1004 0 0 Immedian 1004 0 0 0 0 Immedian 0 0 0 0 0	Tuesday		8:00 AM 💿	6.00 PM 🕓		
Index Defended Defended <td>Image: State of the State of the</td> <td>Image: Solar and Solar an</td> <td>Wednesday</td> <td></td> <td>8:00 AM</td> <td>8.00 PM</td> <td></td> <td></td>	Image: State of the	Image: Solar and Solar an	Wednesday		8:00 AM	8.00 PM		
Intrody 10000 10100 0 0 0 Intrody 10000 10000 10000 0 0 Intrody 0 0 0 0 0	Introder 0000 If fiday 0000 Sharaky 0000 Introder 0000 Introder 0000	Invedy 10 AM Invedy						
Image: Status Status Image: Status	Image: Contract of the served	Image: State of the	C Thursday		B:00 AM	8:00 PM		
			2 Friday		0.00 AM 📀	8.00 PM 🕓		
			Saturday					
Children To En Served Children © Presedence © Tradem © Enter © Presedence © Tradem © Enter de provider tragendar neede altifare Description	Caldon Ta Da Sond Caldon Ta Da Sond Terre de province provide for queat node aldres Descriptor Type of Cano Calogory 0 Tastand	Data						
	Type of Care Category 10 Traditional	Type of Care Calegory It Trademal It Trademal Weakerd Care Densing Care	Children To Be Served					
	Weekend Core Image: Core		Children To Els Served Infer © Presenter © Enter de providios provid Description Type of Care Category © Traditional) [Table 0]	Ron Traditional			
Type of Care Category		Weekend Care 24 Hours	Children To Be Served	Toddler				
Needend Cure Exming Cure 2 kHours Pagem Type Out of School Time Pagem Type Tris* No	Program Type Out of Johod Time Program Type Visi Visi		Children To Els Served	Todater O	Non Traditional Evening Care Out of follow Time Vis	2 Hors		
Program Type Out of blood Time Program Type Out of blood Time Program Type Vers Program Type Vers Program Type Vers	Program Type Out of bolds Time Program Type Image: Type Program Type Image: Type Facility ConsumsHoldstrys	Failing Conversitional Andreas	Children To Els Servid Index President Pr	Todator O	Kin Traditional Evening Care Out of Sobeel Time Yes	21 Hors]
Weekend Care Exming Care 24 Hours Program Type Out of Solval Time Program Type Image: Type Pages Type Image: Type Pages Type Image: Type Pages Type Image: Type Pages Type Image: Type Out of Solval Time Image: Type Pages Type Image: Type Out of Solval Time Image: Type	Program Type Out of blowd Time Program Type Image: Type	Fashiy Counsilioldays	Children To Els Servid Children To Els Servid Children Q Childr) Tröder O		23 Hors		



4. FIRE SAFETY INSPECTION CERTIFICATE

This screen details the Fire Safety Inspection Certificate information.

Home Case Provider Reimbursement	Admin DataInsights							👌 System Admin 🗕
Providers Facilities Profile Approvals Fa	cility Applications Subsidy App	plications Incident Reports						
	Fire Safety Inspec	ction Certificate						
Application ID AP033 Date 6/27/2024	Fire Safety Inspection ID	Fire Safety Inspection Number	Fire Inspection Approval Date	Fire Inspection Date	Source	Fire Safety Inspection Status	Document Name	Data Entry
Application Type Initial Facility Type Center	F100032		03/07/2024	03/01/2024	State Fire Marshal	Approved	Test doc.docx	Manual
Facility Name Jacks' Daycare	H 4 1 > H	Show All					1 -	1 of 1 items
Orientation								
Facility Information Facility Operation Information								
Fire Safety Inspection Certificate								
Building Use Agreement								
Acknowledgement								
Summary								



Clicking on the Fire Safety Inspection ID navigates the user to the detailed information screen regarding the selected Fire Safety Inspection ID.

Home Case Provider Reimbursement	Admin DataInsights					👌 System Admin 👻
Providers Facilities Profile Approvals Facilit	ty Applications Subsidy Applications Incident Rep	ports				
	Edit Fire Safety Inspection Inform	nation				
Application ID AP033 Date 6/27/2024						
Application Type Initial	Fire Safety Inspection Information					
Facility Name Jacks' Daycare	Fire Safety Inspection Number			Source		
Orientation	Fire Safety Inspection Number			State Fire Marshal		
Facility Information						
Facility Operation Information	Fire Inspection Date		Fire Safety Inspection Status		Fire Inspection Approval Date	
Building Use Agreement	03/01/2024	Ē.	Approved	•	03/07/2024	
Supporting Documents	Documents					
Acknowledgement	Test doc.docx					
	Select files					
	Source Back To Fire Sefety Inspection					
	Save Back to File Salety Inspection					

Figure 94:	Fire Safety	Inspection	Details
------------	-------------	------------	---------

5. BUILDING USE AGREEMENT

This screen details the Building Use Agreement information.

Home Case Provider Reimbursement	Admin DataInsights	ළ System Admin -
Providers Facilities Profile Approvals Fa	cility Applications Subsidy Applications Incident Reports	
	Building Use Agreement	
Application ID AP033 Date 6/27/2024	Do you have a Building Use Agreement?	
Application Type Initial	No	
Facility Name Jacks' Daycare	Proof of Ownership	
Orientation	Test doc.docx	
Facility Information	Select files	
Fire Safety Inspection Certificate		
Building Use Agreement Supporting Documents	Save	
Acknowledgement		
Summary		

Figure 95: Building Use Agreement

6. SUPPORTING DOCUMENTS

This screen displays all the documents submitted by the provider for their facility.

Home Case Provider Reimbursement	Admin DataInsights	ය System A
roviders Facilities Profile Approvals Fac	ility Applications Subsidy Applications Incident Reports	
	Supporting Documents	
Application ID AP033 Date 6/27/2024 Application Type Initial	Note: To complete the facility application, please upload the following documents which are required to be submitted.	
Facility Type Center Facility Name Jacks' Daycare	Medical Health Form [Complete]	
Orientation Eacility Information	✓ Floor Plan [Complete]	
Facility Operation Information Fire Safety Inspection Certificate	Emergency Preparedness and Response Plan (EPRP) [Complete]	
Building Use Agreement Supporting Documents	Catering Plan/Food Permit [Complete]	
Acknowledgement Summary	Health Inspection [Complete]	
Summary	Optional Documents	
	Application Upload History	~
	Document Name	paded By
	Test doc dock Fire Safety Inspection Certificate 6/27/2024 12:25 PM Jack	ks, Will
	Test doc docx Proof of Ownership 6/27/2024 12.25 PM Jack	ks, Will
	Test doc.docx Medical Health Form 6/27/2024 12:25 PM Jack	ks, Will
	Test doc.docx Floor Plan 6/27/2024 12:25 PM Jack	ks, Will
	Test doc.docx Emergency Preparedness and Response Plan (EPRP) 6/27/2024 12.25 PM Jack	ks, Will
	I 2 ▶ ₩ Show All	1 - 5 of 7 items

Figure 96: Supporting Documents

7. ACKNOWLEDGEMENT

The Acknowledgement screen captures the responses provided by the Provider for the questions asked under the Acknowledgement section of the Provider portal.

Home Case Provider Reimbursement	Admin DataInsights	🔒 System Admin 🗸
Providers Facilities Profile Approvals Fac	ility Applications Subsidy Applications Incident Reports	
Application ID AP033	Acknowledgement	
Date 6/27/2024 Application Type Initial	I/we understand the requirements to report known or suspected child abuse.	Yes O No
Facility Type Center Facility Name Jacks' Daycare	I/we shall obtain approval from the licensing agency before making changes in our license capacity, or to our home.	Yes O No
Orientation Facility Information	I/we have a valid lease and permission from the owner/landlord to operate a child development facility on the premises.	Yes O No
Facility Operation Information Fire Safety Inspection Certificate	I/we shall notify the licensing agency when we want to discontinue operating a licensed child development facility.	Yes O No
Supporting Documents Acknowledgement Summary	I/we have read the laws and regulations governing the operation of this licensed facility and it is the intention of this applicant to comply. I/We understand that I/we are responsible for meeting and always maintaining compliance with all applicable childcare licensing laws and regulations.	Yes No
	I/we attest, under penalty of perjury, that to the best of my (our) knowledge, the contents of this application and the information provided with it are true, accurate, and complete.	🖲 Yes 🔿 No
	Save	

Figure 97: Supporting Documents

8. SUMMARY

Summary comprises of entire summary of the respective Facility application with the links to navigate to different screens under the Facility application.

me Case Provider Reimburseme	t Admin DataInsights		👌 System
iders Facilities Profile Approvals	acility Applications Subsidy Applications Incident Reports		
Application 1D AP033 Date 6/27/2024 Application Type Initial Facility Type Center Facility Type Center Facility Information Facility Information Facility Information File Safety Inspection Certificate Building Use Agreement Supporting Documents Acknowledgement Summary	Summary Required for Application Submission • Orientation • Facility Operation Information • Building Use Agreement • Facility Operation Information • Building Use Agreement • Facility State Inspection Certificate • Supporting Documents • Medical Health Form • Floor Plan • Energiency Preparedness and Response Plan (EPRP) • Catering Plan/Food Permit • Vertification Analytics • Acknowledgement • Acknowledgement • This application shall be signed by the applicant/owner/licensee or by his/her authoritized designee if the application vertification from the corporation that the person signing the application has the authority to do so shall be indicated submitted. Copies of the application froms received by FAX cannot be accepted.	wner/licensee is an individual. If the applicant/owner/licensee is a corpor I on the first page of the application form. The original application form m	ation, written nust be
	Owner/Agent Signature	Date	
	WJ	06/27/2024	
	Accept Send For Correction Deny Southard Application		

Figure 98: Summary

From this screen, authorized users will be able to Deny, Send for Correction, Accept or Download the reviewed facility application.

SUBSIDY APPLICATIONS SUB-MODULE

SUBMITTED LICENSE SUBSIDY APPLICATIONS

This screen lists all the submitted license subsidy applications by different providers. This screen allows the authorized users to keep a track on all subsidy applications.

viders Facilities Profil			DataInsights						යි System Ad
	le Approvals	Facility Applicati	ons Subsidy App	olications Incident	Reports				
Submitted License	Subsidy	/ Applicatior	S						
Subsidy Application ID Y Pr	rovider ID 🝸 🛛	Provider Name▼	Application Type▼	Application Status $\pmb{\mathbb{Y}}$	Business Name	Address T	Phone T	FEIN/SSNT	Email T
FSA00023 P0	00030	Jacks, Will	Initial	Submitted	Jacks' Daycare	12313 Bell Road Southwest, Huntsville, AL 35803, Madison	Cell Phone - (123) 123-1231	123456789	willjacks@sharklasers.com
н - 1 - н									1 - 1 of 1 items
Occurt									
Search									
Submitted Relative	e Facility	Application	3						
Application ID Facility Name Provider ID Provider Name			Facility Addre	ess Appli	cation Type Applicat	on Status	Created Date		
									No Application Found

Figure 99: Submitted License Subsidy Applications

How to view a submitted Subsidy Application?

- 1. Login with correct credentials.
- 2. Click on Provider Module.
- 3. Click on Subsidy Applications sub-module.
- 4. Click on the respective Subsidy Application ID.
- 5. Review the information provided by the applicant, as follows:

1. STAFF RELATED CHECKS

This screen lists the pending and completed staff checks for the respective facility.

Providers Facilities Profile Approvals Facility Applications Subsidy Applications Incident Reports Application Id FSA00023 Date Created 6/27/2024 Application Type Initial Facility Name Jacks' Daycare Facility Name Jacks' Daycare Facility Id F00031 Staff Related Checks Supporting Documents Summary Completed Checks Staff ID and Name Staff Type Facility Name Suitability Letter Expiration Date Training Certificate Form Training Certificate Form	Home Case Provider Reimbursemen	Admin DataInsights		පි System Ad
Application Id FSA00023 Date Created 6/27/2024 Application Type Initial Racility Name Jacks' Daycare Racility Id F00031 Staff Related Checks Supporting Documents Summary Completed Checks Staff ID and Name T Staff Type T Facility Name T Suitability Letter Expiration Date T Training Certificate Form T 1-1 of 1 items	roviders Facilities Profile Approvals F	ility Applications Subsidy Applications Incident Reports		
Application ld FSA00023 Date Created 6/27/2024 Application Type Initial Facility Name Jacks' Daycare Facility Id F00031 Staff Related Checks Supporting Documents Summary Completed Checks Staff ID and Name		Staff Related Checks		
Facility Name Jacks' Daycare Facility Name Jacks' Daycare Facility Id F00031 Staff ID and Name Staff Type Facility Name Suitability Letter Expiration Date Training Certificate Form Staff ID and Name Staff Type Facility Name Suitability Letter Expiration Date Training Certificate Form	Application Id FSA00023 Date Created 6/27/2024 Application Type Initial	Pending Checks		
Staff Related Checks Supporting Documents Summary Completed Checks Staff ID and Name Y Staff Type Y Staff Type Y Suitability Letter Expiration Date Y Training Certificate Form	Facility Name Jacks' Daycare Facility Id F00031	Staff ID and Name Y Staff Type Y Facili	ty Name Y Suitability Letter Expiration Date	Training Certificate Form
Supporting Documents Summary 1 - 1 of 1 items Completed Checks Staff ID and Name	Staff Related Checks	Jacks, Will (S00033) Owner/Director Jacks	3' Daycare 06/01/2029	×
Summary Completed Checks Staff ID and Name	Supporting Documents	K I F Show All		1 - 1 of 1 items
Staff ID and Name Y Staff Type Y Facility Name Y Suitability Letter Expiration Date Y Training Certificate Form Y	Summary			
Staff ID and Name Y Staff Type Y Facility Name Y Suitability Letter Expiration Date Y Training Certificate Form Y				
		Staff ID and Name Y Staff Type Y Facility	Name Y Suitability Letter Expiration Date	▼ Training Certificate Form ▼
Image: No Staff Details Added.		Image: Show All		No Staff Details Added.

Figure 100: Staff Related Checks

2. SUPPORTING DOCUMENTS

This screen lists all the documents submitted for the respective facility.

Home Case Provider Reimburseme	nt Admin DataInsights							은 System Admi
roviders Facilities Profile Approvals	Facility Applications Subsidy Applicat	ions Incid	lent Reports					
	Supporting Documents	s						
Application Id FSA00023 Date Created 6/27/2024 Application Type Initial	✓ W-9 Form [Complete]							
Facility Id F00031 Optional Documents								
Staff Related Checks	Application Upload History							~
Supporting Documents Summary	Document Name	T	Description	T	Uploaded Date	T	Uploaded By	T
	Test doc.docx		W-9 Form		6/27/2024 1:01 PM		Jacks, Will	
	K 4 1 F H Shov	v All					1 -	1 of 1 items

Figure 101: Supporting Documents

3. SUMMARY

This page summarizes all required items that need to be completed before an application can be marked 'Approved'. The required items include approving facility subsidy rates and setting an effective date.

Home Case Provider Reimbursement Admin DataInsights	ළ System Admin +
Providers Facilities Profile Approvals Facility Applications Subsidy Applications Incident Reports	
Application Id FSA00023	
Date Created 6/27/2024 Required for Application Submission	
Facility Name Jacks' Daycare Facility Id F00031 Account Details Account Details 	
Staff Related Checks Submit Facility Subsidy Rates Supporting Documents Supporting Documents Summary W-9 Form	
Required to Approve Application	
★ Approve Facility Subsidy Rates ★ Set Effective Date	
Acknowledgement	
I/We have read and understood the provider subsidy registration policies and procedures.	
I/We have read and understood the child abuse/neglect reporting laws.	
This application shall be signed by the applicant/owner/licensee or by his/her authorized designee if the applicant/owner/licensee is an individual. If the application from the corporation that the person signing the application has the authority to do so shall be indicated on the first page of the application for Copies of the application form or application forms received by FAX cannot be accepted.	plicant/owner/licensee is a corporation, written m. The original application form must be submitted.
Owner/Agent Signature	Date
WJ	06/27/2024
Approve Send For Correction Deny 📾 🤊	

Figure 102: Summary

How to approve Facility Subsidy Rates?

- 1. Click on the 'Approve Facility Subsidy Rates' link on the subsidy application summary page (refer to Figure 102)
- 2. Review rate set
- 3. Approve, send for correction, or deny rate set

How to Set Effective Date?

- 1. Click on the 'Set Effective Date' link on the subsidy application summary page (refer to Figure 102)
- 2. Add date
- 3. Save the date

INCIDENT REPORTS SUB-MODULE

INCIDENT REPORT SEARCH SCREEN

The following screen displays the 'Incident Report Search' functionality where an authorized user may search for the existing records with various 'Search Criteria' and/or can 'Create' a new incident record.

ome	Case Provider	Reimbursement	Admin Datal	nsights								යි System Ad
viders	Facilities Pro	ofile Approvals Facili	ty Applications	Subsidy Applications	Incident Reports	5						
ncide	ent Report S	Search										
earch	Criteria											
caren												
Incider	nt ID			Incident Status			F I C	Report Type		Reporter Anonymo	us	
Incident ID Pending •					J	Select	•	Select		•		
Report	ter Last Name			Reporter First Name				Facility Address				
Repo	orter Last Name			Reporter First Name	9		1	Address 1		Address 2		
Facility Name/Business Name			Facility ID				Address 1		Address 2			
Facility Name/Business Name Facility ID			Facility ID				City		Region			
Facility Type			Licensed Number				City		Select		•	
Select V Licensed Number					County	Zip Code						
								County	•	Zip Code		
earch	Clear											Create New
ID	Report Type	Reporter Name	Facility ID	Facility Name	Facility Type	Facility Address			Licensed Number	Incident Status	Incident Date	Incident Time
002	Incident	Jack A Jordon	F00019	Jon Care	Center	123 Alabama Street, C	Idenvill	le, AL 35120, Autauga		Pending	06/26/2024	12:00 AM
	Incident	Harry a Jordon	F00026	Garry Daycare	Center	123 Alabama Street, C	denvill	le, AL 35120, Autauga	Center-10026	Pending	06/27/2024	12:30 AM
0011												1 2 of 2 itoms

Figure 103: Incident Report Search Screen

How to view an Incident Report?

- 1. Login with correct credentials in CMS.
- 2. Click on Provider Module.
- 3. Click on Incident Reports sub-module.

- 4. Click on the respective IR ID.
- 5. Review the information provided by the applicant.

The screen also allows searching and viewing of Complaints and Illness/Injury.

How to view a Complaint/Illness/Injury?

- 1. Login with correct credentials in CMS.
- 2. Click on Provider Module.
- 3. Click on Incident Reports sub-module.
- 4. Select an appropriate value from the 'Report Type' dropdown.
- 5. Click on the IR ID.
- 6. Review the information provided by the applicant as follows:

1. INTAKE

1.1 <u>Reporter Information</u>

This screen captures all the details about reporter who has reported the incident.

Home Case Provider Reimbursement Adm	nin DataInsights						🔒 System Admin 🔸
Providers Facilities Profile Approvals Facility App	plications Subsidy Applications Incident Reports						Jon Care [F00019] 100002
	Reporter Information						Pending Incident
	· · · · · · · · · · · · · · · · · · ·						
Incident Report	Reporter Information						
Reporter Information	Report Type	Intake Method		Source Type		Report Source	
Facility Information	Incident	Eye Witness	•	Child	•	Anonymous	•
Allegations	First Name		Middle Name		Last Name		
Summary Investigation	Jack	•	A		Jordon		
Media Generate Decuments	Reported Date	Reported Time		Title or Position			
	06/26/2024	12:43 PM	C	Director	•		
	Email Address						
	Karry@sharklasers.com						
	Physical Address of the Person Reporting						
	123 Alabama Street						٩
	Street 2						
	Odenville	•	AI	35120.	Autauna		
	Phone Number						
	Primary Phone Number Tune		Primary Phone Number		Ext		
	Landline		(988) 989-9989	*	Ext.		
	Alternate Phone Number Type		Alternate Phone Number		Ext.		
	Cell Phone	*	(998) 989-8989		Ext.		
	Created By System Admin		Created Date 06/26/2024 12:44 PM				
	-,						
	Save Cancel Back						

Figure 104: Reporter Information

1.2 <u>Facility Information</u>

Facility information screen details out all the facility related information; the incident is related to.

Home Case Provider Reimbursement	Admin DataInsights		ය System Admin -
Providers Facilities Profile Approvals Fac	ility Applications Subsidy Applications Incident Reports		Jon Care [F00019] 100002
	Facility Information		Pending Incident
Incident Report			
	Facility Information		
Reporter Information	Facility Not Found	Facility Name	
Facility Information	Facility Not Found	Jon Care	*
Allegations	Business Name	Facility Type	
Summary Investigation	Seed care	Center •	
Media Generate Decuments	Facility Address		
	123 Alabama Street		<u>م</u>
	Street 2		
	Odenville	AL • 35120	Autauga
	Phone Number		
	Primary Phone Number Type	Primary Phone Number	Ext.
	Cell Phone 🔻	(989) 889-8989	Ext.
	Alternate Phone Number Type	Alternate Phone Number	Ext.
	Cell Phone 🔻	Alternate Phone Number	Ext.
	Is Licensed	Licensed Number	
	Is Licensed	Licensed Number	
	Save		

Figure 105: Facility Information

1.3 Incident Information

This screen captures information regarding the incident. Authorized users will also be able to mark findings and schedule investigations on this page.

Home Case Provider Reimbursement Adm	n DataInsights			🛆 System Admin
Providers Facilities Profile Approvals Facility App	lications Subsidy Applications Incident Reports			Jon Care [F0001 1000
Incident Report	Incident Information			Pending Inciden
 Intake 	Jacident Date	Insident Time		
Reporter Information Facility Information		12:00 AM	e.	
Incident Information	002012024	12.007011	01	
Allegations Summary	Incident Location Same As Facility Address			
Investigation	Incident Address			
Media Generate Documents				
	123 Alabama Street			<u>्</u>
	Street 2			
			· · · · · · · · · · · · · · · · · · ·	
	Odenville	AL 🔻	35120	Autauga 🗸
	Incident Tune	Number of Children Impacted		
	Incident Y	2	^	
	Defend To	Bufferred Date	•	
	Tart	Referred Date		
	1901	05/20/2024		
	Temporary Facility Closure Does this	incident require a temporary closure of the clas	ssroom?	
	Suspected Abuse or Neglect			
	Yes No			
	Death Occurred			
	Yes No			
	Bodily Injured			
	Yes No			
	Was Child Protective Services (CPS) contacted?			
	Yes No			
	Do you have any documents to share, including pictures or Videos?			
	Yes No			
	Describe in detail how it hannened and/or how you found out about this issue			
				4
				4998 character(s) left.
	Final Findings			
	Incident Status	Investigation Schedule Date		Investigation Status
	Pending +	07/06/2024	8	In Progress

Figure 106: Incident Information

1.4 <u>Allegations</u>

This screen captures information regarding the allegations of the incident.

Home Case Provider Reimbursement Admi	in DataInsights		ළ System Admin -
Providers Facilities Profile Approvals Facility App	plications Subsidy Applications Incident Reports		Jon Care [F00019] 100002
	Allegations		Pending Incident
Incident Report	Add Allegation		
 Intake Reporter Information 	Allegations Category	Investigation Finding	Allegation Date
Facility Information	Image: Show All		No Allegations
Allegations			
Summary Investigation			
Media			
Generate Documents			

Figure 107: Allegation

Authorized users may add allegations by clicking on the 'Add Allegation' button

1.5 <u>Summary</u>

This screen summarizes all details about the incident: Reported information, Facility information, Incident information, Final Findings, and Allegations.

Home Case Provider Reimbursement Adm	nin DataInsights			은 System Admin ~
Providers Facilities Profile Approvals Facility Ap	plications Subsidy Applications	Incident Reports		Jon Care [F00019 10000
	Summary			Pending Incident
Incident Report	+ Reporter Information			
Intake Reporter Information Facility Information locident Information	+ Facility Information			
Allegations Summary	+ Incident Information			
Media	Final Findings			
	Incident Status Pending	Investigation Scheduler 07/06/2024	d Date	Investigation Status In Progress
	+ Allegations			

Figure 108: Summary

2.INVESTIGATION

Authorized users can access and view the Investigation performed from this screen. They will also be able to schedule or add new investigations, if required.

Home Case Provider Reimbursement Ad	min DataInsights			🔒 System Admin 🗸
Providers Facilities Profile Approvals Facility A	pplications Subsidy Applications Incid	ent Reports		Jon Care [F00019 100002
	Investigation			Pending Incident
Incident Report	Complaint Investigation			
► Intake Investigation Media	Schedule New Investigation			
Generate Documents	Scheduler Type	Schedule Date	Investigator	
	Investigation	07/06/2024	LicensingChildCareConsultant	
	Image: Show All			1 - 1 of 1 items

Figure 109: Investigation

Clicking on an existing Investigation link from this screen will navigate the user to the Facilities submodule Inspection section, as seen below:

Schedule Details	Inspection Questions	Allegation Details	Staff Checklist	Child Checklist	Classroom Checklist	Inspection Documents	Ad Hoc Deficiency	Summary
Scheduler Deta	ails							
Inspection Type	nvestigation		Facility Name Jo	n Care		Inspector/Investigator	LicensingChildCareCon	sultant
Visit Type Unannounced Facility Address 123 Alabama Street, Odenville, AL Inspection Status In Progress 35120, Autauga Comment OA								
Name	Start Time			End Time		Appointment Stat	tus	
Option 1	7/6/2024 12:0	00:00 AM		7/6/2024 4:00:00 A	М	Approved		

Figure 110: Facilities Sub-Module - Investigation

Here, under the 'Ad-hoc deficiency' tab in Inspection section, users maintain the deficiencies observed from the Inspection. An un-resolved deficiency can lead to the Provider license being suspended, revoked, or put on Probation.

3.MEDIA

Media section allows users to upload multimedia file related to the incident.

Home Case Provider Reimbursement Adm	nin DataInsights			۵) System Admin 🗸
Providers Facilities Profile Approvals Facility Ap	plications Subsidy Applications Incider	nt Reports			Jon Care [F00019] 100002
	Media				Pending Incident
Incident Report Incident Report Intake Investigation	Upload Document				
Media Generate Documents	Select files			Drop files he	əre to upload
	Name of File	Applies To	Uploaded By	Received Date	
	Image: Note of the second seco			No Reco	rd Found.
	NOTE: Upload document supports only r	nultimedia file. Example: .mov, .mp4, .mpg	.mpeg, .wmv, .avi, .flv, .jpg, .jpeg, .png		

Figure 111: Media

4.GENERATE DOCUMENTS

This feature allows users to generate documents based on the templates available in the system.

Home Case Provider Reimbursement Adr	nin DataInsights		👌 System Admin 🗸
Providers Facilities Profile Approvals Facility Ap	oplications Subsidy Applications Incident Reports		Jon Care [F00019] 100002
	Generate Documents		Pending Incident
Incident Report	Document Template		
► Intake	Select	•	
Investigation	٩		
Generate Documents	- Select		
	Complaint intake form		
	NOTE: Document that needs to be hand delivered need to be uploaded in the uploa	d document section once the final notice is served/delivered.	
	Generated Document	Generated/Uploaded Date/Time	User Y
	Complaint intake form20240626-180733	06/26/2024 06:07:33 PM	SystemAdmin
	H 4 1 F H Show All		1 - 1 of 1 items

Figure 112: Generate Documents


Arise CMS

Case Management Module

06/28/2024



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INTRODUCTION

Case management in Arise aims to help eligible individuals access childcare and coordinate necessary care and services tailored to a child's needs. These services strive to minimize care fragmentation, overcome barriers, and connect children with suitable support. Within the Case Module, CMS users gain the capability to perform Case Management operations in the following functional areas:

- 1. Case Search
- 2. Subsidy Application
- 3. Client Demographics
- 4. Case Characteristics
- 5. Household Members
- 6. Dependents
- 7. Education and Employment
- 8. Other Income and Deductions
- 9. Documents

- 10. Eligibility
- 11. Placement
- 12. Appeals
- 13. Authorization
- 14. Document Generation
- 15. Assignments
- 16. Notes
- 17. Messages
- 18. Audit Logs

LOGIN PAGE

Logging onto the CMS portal, user lands on the following login page. Authorized users with their respective credentials can login to the CMS portal and perform the tasks assigned to them.



Figure 1: CMS Application Login Page

HOME PAGE

The landing page/ Home Page of the ARISE CMS is the screen displaying dashboard which provides users an overview of the work assignments, notifications, and pending approvals.

The dashboard consists of three blocks:

- 1. Tasks: Consists of all the tasks assigned to logged in user
- 2. Notices: Consists of all the notifications from different workflows
- 3. Recently Cleared: Consists of all items which user cleared.

	ALABAMA ARISE Home Case Provider Reimbursement Admin DataInsights				👌 System Admin 🔸
C	ashboard				
	Text (s)	i Nations 0	⊘	Recently Cleared
	View Tasks 4	•	View Notices	View Recently Cleared	٥
				1	Messages O
	Supervising Workloads	Þ	View Schedule O	View Message	٥

Figure 2: CMS Application Home/Landing Page

CASE MODULE

Users can navigate to the Case module by selecting the 'Case' in the top menu bar.

The Case Module is the Cases, Subsidy Applications, and Contacts repository. Authorized users can access submodules such as Cases, Subsidy Applications, and Contacts by clicking the Case Module

CASES SUB-MODULE

Case Search

By clicking on the 'Cases' link in the menu bar, the user will see a search for a case screen by default. The search page will enable the user to search for a case using one or more search criteria. Search can be initiated based on various factors such as Last Name or First Name.

ALABAMA ARISE Home Case Provider Reimbursement Admin	DataInsights		යි System Admin -
P Cases P Subsidy Applications			
Case Search			
Search Criteria			
Team	Case Status	Case ID	Person Type
- Select *	Select ¥	Case ID	- Select V
Person ID	Last Name	First Name	Date of Birth
Person ID	Last Name	First Name	0
Address	City	Region	County
Address	City	Select · · ·	- County v
Zip Code	Phone	Email	Workflow Status
Zip Code	Phone	Email	Select v
Assigned User			
- Select - *			
Search Clear			Create Case
			Search by Name and Date of Birth to create a new case



Search page with a Case Record Found

When a system finds matching records, records will show up in the grid below. The grid will display the following:

- Case ID
- Client Name
- Address
- Phone Number
- Dependent/Provider
- Case Status

To open a record from the Case Search Results grid, the user must click on the desired record's CaseID.

	ARISE Home Case Provider Reimbursement Admin	Datainsights						System Admin
Cases D Subsid	y Applications							
Case Search								
/830 000.011								
Search Criteria								
Team		Case Status	Case ID			Person Type		
Select	•	- Select *	Case ID			Select		•
Person ID		Last Name	First Name			Date of Birth		
Person ID		Last Name	First Name					8
Address		City	Region		County			
Address		City	Select *		County		•	
Zip Code		Phone	Phone Email		mail			
Zip Code		Phone	Email			Select		•
Assigned User								
- Select -	•							
Search Clear								Create Case
						Sea	rch by Name and Date of Birth	to create a new car
Case ID	Client Name	Address		Phone Number	Dependent / Faci	ity	Status	
00001	Smith, Will	3985 Second CT,		(862) 751-2771 Smith, Dwayne		tyne Approved		
		Room 970, Montgomery, AL 36104-0000,						
		Colbert						
.00002	Doe, Hohn	4922 Cedar HWV, Montourney, Al. 36104-0000		(514) 112-2854	Doe, John		Approved	
		Colbert						

Figure 4: Case Search Results

Search page with 'No record found'

If a search fails to find matching records, the system will communicate this with a message in the grid, stating, "No records found matching your criteria."

ALABAMA ARISE Home Case Provider Reimbursement Admin	Dutalmights					🔒 System Admin
P Cases P Subsidy Applications						
Case Search						
Sanzah Culturia						
Search Chiefta						
Team	Case Status		Case ID		Person Type	
- SHIRCI *	Select		Case ID		Select	
Person ID	Last Name		First Name		Date of Birth	
Person ID	Dunphy		sam			6
Address	City		Region		County	
Address	City		- Select -	*	County	*
Zip Code	Phone		Email		Workflow Status	
Zip Code	Phone		Email		Select	*
Assigned User						
- Select *						
Search Clear						Create Case
						Search by Name and Date of Birth to create a new case
Case ID Client Name	Address	Phone Number		Dependent / Facility		Status
H 4 0 > H						No records found matching your criteria.

Figure 5: No Records Found

SUBSIDY APPLICATIONS SUB-MODULE

Applications submitted from the Family Portal will be queued in the Subsidy Applications submodule of the Case Module. An authorized user can review the applications in the queue, assign the team and submit the application to the respective case worker for further procedures.

To access a case from a submitted application, the user can follow these steps:

- 1. Navigate to the 'Subsidy Applications' sub-module
- 2. Click on the application ID to review the application.

	Case Provider Reimbursement Admin DataInsights					🔒 System Admin -				
D Cases D Subsity Applications										
Submitted Applications										
Application ID	Application Status	Application Date	Client Name	Address	Phone Number					
AP016	Submitted	06/28/2024	Ратон, Јију	1402 6th Avenue Southeast, Decatur, AL 35601, Morgan	(345) 472-5199					
H 4 1 × H						1 - 1 of 1 items				
Search										
1										

Figure 6: Subsidy Applications

Clicking on the Application ID will allow the authorized user to view an application summary and choose to send it to the caseworker or send it for correction.

The overview will display application information as follows:

ALABAMA ARISE	Home Case Provider	Reimbursement Admin	Datahsights					A System Admin
P Cases P Subsidy Applications								
Application Summary								
Application								
Application ID			Application Type		Application Status			
AP016			Initial Application		Submitted			
- 011 4				_				
Client								
Client Name			Address					
Farrow, July			1402 6th Avenue Southeast, Decatur, AL 35601, Morgan					
Household Residents								
Name			Relationship To Client		Age		Include In Family Size	
Farrow, Kim			Sister/Half Sister		24		2	
Descendant				_				
Dependent								
Dependent Name	Rel	ationship To Client		Age	Care Level	Care Requested		
Farrow, Jackie	Dav	/ghter		1	Infant	5		
Reason for Care Eligibility								
Employment								
None								
-								
Demographics								
Name			Food Stamp		TANF Recipient		JOBS Recipient	
Farrow, July								

Figure 7: Application Summary Part1

Household										
Name			Teen Parent				Is This Person Disabled?			
Farrow, July Farrow, Kim										
Education details										
Name		1	Education				Training			
Farrow, July		1	5							
Dependent										
Dependent Name	Children under Prote	ective Services	Child experiencing homelessness	Child in fost	er care		Child of recipients of vocation	onal rehabilitation services		
Farrow, Jackie										
Special Needs Detail Of Dependent										
Dependent Name		Special Needs Type	Special Needs							
Other Income And Deduction										
Name	Pay Period		Income Source		Pay Freque	ency	Income Amoun		Allowable	
Farrow, July	5/1/2024 - Present		Interest/Dividends		Monthly		\$100.00		5	
H 4 1 + H Show All	x 4 1 > X Show All 1-1 of 1 Bens									
Name Start Date		End Date	Deduction Source			Pay Frequency		Amount	Allowable	
X 4 0 > X Show All	No Deduction Found.									

Figure 8: Application Summary Part 2

4	Supporting Documents										
	Valued Heliny v										
	Doament Name T Description T Uploa				Uploaded D	ate T	Uploaded By	Ŧ			
	Test Document.docx		Proof of Residency 6			6/28/2024 1	46 PM	Farrow, July			
	Test Document.docx		Legal Relationship 6/21			6/28/2024 1	46 PM	Farrow, July			
	Test Document.docx		Proof of citizenship - Farrow, Jackie				6/28/2024 1	46 PM	Farrow, July		
	Test Document.docx		Proof of enrolment - abc education				6/28/2024 1	46 PM	Farrow, July		
	Test Document.docx Proof of employment - ght company			6			6/28/2024 1	46 PM	Farrow, July		
	Test Document.docx	Test Document.docx Proof of Other Income - Farrow, July			6/28/2024 1.46 PM		46 PM	Farrow, July			
Team - Si	iect									•	
Use		Name			Role			Team Role			
Las Assignments											
Ad	Add Add CIAA Eligheity Speciatel Add CRAA Spectracy										
User		Name		Role		Case Assignment					
Sen	Seed To Water Seed For Considers										

Figure 9: Application Summary Part 3

- 3. The system will assign the team automatically based on the Family's region.
- 4. Based on the information submitted from the Family portal, the user can send it to the case worker for further processing or send it for the correction. They can select the case worker from case assignments dropdown and click on 'Send to worker.'

Γ	Tan Tan							
L	Huntsville CMA					•		
L	User	Name			Role	Team Role		
L	LicensingProgramSupervisor	Licensing Program	m Supervisor		Licensing Program Supervisor			
L	CMACaseManager	CMA Case Manag	per		CMA Case Manager			
L	Case Assignments							
L	Add Add CMA Eligibility Specialist Add CMA Supervisor							
L	User Name		Role	Case Assignment				
	CMAEligibilitySpecialist@sharklasers.com × • CMAEligibility.Specialist		CMA Eligibility Specialist	CMA Eligibility Specialist •		Update Cancel		
	Send Ta Water Sond Far Connotine 9 9							

Figure 10: Team And Case assignment

 If a CMS user thinks that the information provided by the applicant(family) is not complete or needs correction, they can send it back to the family for the correction.
 For that, they need to

- a. Click Reject 'send for correction'
- b. Add a comment for the correction or additional information.
- c. Click the 'send for correction' button again.

Team										
- Select -										
User	Name	Name F			Team Role					
Case Assignments	Case Assignments									
Add Add CMA Eligibility Specialist Add CMA Superviso	Add Add CMA Eligibility Specialist Add CMA Supervisor									
User Na	ame	Role		Case Assignment						
Send For Conceling Cancel Conceling Comments Image: Conceling and the send of										

Figure 11: Send for Correction

This message will be received by the family on the portal. After correcting the information, the family can submit the application again and CMS user can find that application in the 'Subsidy Applications.'

ALABAMA ARISE Home Case Provider Reimbursement Admin	DataInsights		🛆 System Admin -
P Cases P Subsidy Applications			
Case Search			
Search Criteria			
Team	Case Status	Case ID	Person Type
- Select ¥	Select *	Case ID	- Select *
Person ID	Last Name	First Name	Date of Birth
Person ID	Last Name 🔤	First Name	6
Address	City	Region	County
Address	City	- Select - *	- County 🔻
Zip Code	Phone	Email	Workflow Status
Zip Code	Phone	Email	- Select - 🔹
Assigned User			
- Select •			
Search Clear			Create Case
			Search by Name and Date of Birth to create a new case

Figure 12: Application Search on Submitted Applications

Once the assigned case worker accepts the application, user/case worker will be able to search the case from the case search.

ALABAMA ARISE Home Case Provider Reimbursement Admin	n Datalmights				A System	
P Cases P Subsidy Applications						
Case Search						
Search Criteria						
Team	Case Status	Case ID		Person Type		
Select 💌	Select	Case ID		Select		
Person ID	Last Name	First Name		Date of Birth		
Person ID	Farrow	July				
Address	City	Region		County		
Address	Oly	Select	•	County	Confryer Seict - of Brith Confry - Mow States Detect - Satch by terms and Dire of Brit to test Statch by test and Dire of Brit to test Statch by test and Dire of Brit to test and	
Zip Code	Phone	Email		Workflow Status		
Zip Code	Phone	Email		Select		
Assigned User						
- Select ··································						
Search Cear					Cror Search by Name and Date of Birth to create	
Case ID Client Name Address		Phone Number	Dependent / Facility	1	Status	
C00015 Farrow, July 1402 0th Decatur, Morgan	Avenue Southeast, AL 35601,	(345) 472-8199	Farrow, Jackie		Pending Approval	
N 4 1 5 N					1 - 1 of 1	

Figure 13: Case Search on case search

CASE APPLICATION

To review a case, users must perform a case search via the Cases sub-module, identify the appropriate case and click on the Case ID to access case information as follows:

1.1 Summary

The 'Summary' tab presents integrated information, including details about the primary client, household residents, dependents, reason for care requested, education and employment details, and other income deduction details in read-only mode.



Figure 14: Summary

1.2 Edit Demographics

Once the user clicks on the Case number, the user will be directed to the edit demographics page.

	e Case Provider Reimbursement Admin DataInsights									🔒 System Admi
P Cases P Subsidy Applications										Farrow, July (C01
Case Application Summary Edit Demographics Characteristics 4-aliactation	Initial Application B Cruste Account Soboly Application Compresse Organize Compresse									Printed Mar
Dependents Household Residents	Edit Demographics									
Education & Employment Other Income and Deduction Total Income Summary	Demographics									
Uploaded Documents Eligibility	Name of the Applicant		1							
Placement Appeals	First Name			Middle Name				Last Name		
Subsidy Authorization Payments	July			Middle Name				Farrow		4
Generate Documents										
Assignments Notes	Gender		Race			Ethnicity			Date of Birth	
Messages Audit Log	Fenale V		White O		×	Other		09/09/2000		al l
	Language Preference		Marital Status			Military Service			SSN	
	English	•	Single		শ	Select		•		
	Physical Address									
	1402 8th Avenue Southeast									1
	Street 2									
	Decatur		٦	AL	27	35001		Morgan		শ
	Different Mailing Address									
	Phone Number									
	Primary Phone Number Type			Primary Phone Number				Ext.		
	Cell Phone			(345) 472-8199				Ext.		
	Alternate Phone Number Type			Alternate Phone Number			_	Ext.		
	- Select -		•	Alternate Phone Number			***	Est.		
	Email					Describe Your Current Housing	g Status			
	july@sharklasers.com					I live in a hotel, motel, or camp	grounds because I have no a	iternative accommodation		•

Figure 15: Edit Demographics Page

The left navigation pane will have different sections to view/update/delete the information regarding the application and the case.

Additionally, the application wizard at the top will show progress on the current case application:



Figure 16: Application Wizard

On the Edit Demographics Page, users can add or update the primary applicant's information obtained during the registration / application process on the' Demographics' screen. This includes demographics, physical address, contact number, email address, and additional details such as childcare referrals and benefits the family has received and receiving.

To edit the demographics in the case application.

- 1. Add or update the information if required.
- 2. Ensure all mandatory fields are entered.
- 3. Click 'Save' (refer to Figure 13).

1.3 Characteristics

The characteristics screen enables user to add various case characteristics to the case record, based on their observations or interactions with the primary client. These details include case status and appeals information, as well as specific information such as occurrence of domestic violence, active military background, special needs, and more.

P Cases P Subsidy Applications		Farren, July (C0015)							
 Case Application Summary Edit Demographics Characteristics Amingsion 	Notice Applications * Search and Applications Read (Applications) Processor & Compared Read (Applications) Processor & Compared Read (Applications) Processor * Compared Read (Applications) Proce								
Dependents Household Residents	Characteristics								
Education & Employment Other Income and Deduction	Characteristics								
Total Income Summary	Domestic Violence	Special Needs							
Eligibility	C Active Military	Teen Parent / High School Student							
Placement	Medicald	Transitional Housing							
Subsidy Authorization	Medical Exception Approved	D Shelter							
Payments Generate Documents	C Refugee	UVEW 90 Day Extension							
Assignments Notes Messages Audit Log	See Carear								

Figure 17: Characteristics

1.4 Application

On the application screen, User can find a grid containing details like Application Type, Application's Accepted Date, and Application Status. The Application Type column includes both 'Initial and Renewal Applications' records. The application type's record is hyperlinked, leading the user to its respective summary upon clicking. The 'Accepted Date' column reflects the application acceptance date, automatically setting the 'Application Status' to 'Accepted' upon approval.

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights		👌 System Admin -
P Cases P Subsidy Applications			Farrow, July (C0015) Pending Approxit
 Case Application Summary Edo Demographics Characteristics Applications 	Indial Application H K # Const. Novum Buddity Application Planement O Comprese O Comprese Anton Naming		
Dependents Household Residents	Application		
Other Income and Deduction	Tote	Accepted Date	Status
Total Income Summary Uploaded Documents	Initial Application	0202224	Accepted
Eliphiliy Posowant Appeals Society Authorization Poynem Generara Documents Assignment Netes Messages Authors			

Figure 18: Application

Clicking on the Application hyperlink here will navigate users to the application summary information.

1.5 Dependents

The dependents screen captures the information for all the residents in the family under 13 years old. The information includes the dependent's demographics, relationship with the primary applicant, physical address, email address, and a few relevant checkboxes.

ALABAMA ARISE	Home Case Provider Reimt	rursement Admin Datalnsights					🔒 System Admin -		
P Cases P Subsidy Applications							Farrow, July (C00015 Pending Approval		
 Case Application Summary Edit Demographics Characteristics 	Initial Application Create Account © Completed © Comp	efcation Digibility Approval Action Needed Parading							
Dependents Household Residents	Dependents								
Education & Employment Other Income and Deduction Total Income Summary Uploaded Documents	Note: Children over 13 year	s of age with no special needs are not elig	bit to evoil for the subsidy program and should be entered as household residents. Ohidren 13 years of age and under and children over 13 years	of age, who meet the special needs ofteria are eligible to en-	oll for the subsidy program and should be enter	red as dependents.			
Eligibility Placement	Add Dependent								
Appeals Subsidy Authorization	Name	DOB	Address	Relationship To Client	Care Requested	Care Level			
Payments Generate Documents	Farrow, Jackie	03/03/2023	1402 6th Avenue Southeast, Decatur, AL 36601, Morgan	Daughter	Yes	Infant	Delete		
Assignments	H 4 1 H H	Show All					1 - 1 of 1 items		
Audit Log									

Figure 19: Dependent Summary Grid

Updating Existing Dependent

Clicking on the Dependent's name leads to the following screen with dependent details that may be edited or updated, if required:

D Cases D Subsidy Applications						Farrow, July (C00				
 Case Application Summary Edt Demographics Characteristics Application 	Initial Application Image: Control Application Image: Control Applicat									
Copendents Household Residents Education & Employment	Edit Dependent									
Other Income and Deduction Total Income Summary	Dependent trainmation									
Uploaded Documents	First Name	Middle Name		Last Name						
Placement	Jackie	Middle Name		Farrow						
Appeals Subsidy Authorization	Gender	Languages	Race		Ethnicity					
Payments	Fenale	- Select	White O	81	Other					
Generate Documents Assignments	Date of Birth	1 Years / 3 Months / 25 Days (Infant)	0 Absences To Date		SSN					
Notes Messages	03/03/2023									
Audit Log	Relationship With Primary Applicant									
	Daughter 🖓									
	Address									
	Different than Farrow, July									
	Special Needs									
	Yes O No Care Requested									
	Preferred Provider									
						J				
						2000 character(s) left.				
	○ Yes ○ No Is Preferred Provider a Relative?									
	Legal Status/US Citizenship									
	U.S. Birth Certificate	ন								

Figure 20: Edit Dependent Page Part 1

Children under Protective Services	Child experiencing homelessness
Child in foster care	Child of respirents of vocational rehabilitation services
School	OtherRoit of State
Yus ○ No Include in Family size? 0	
Ras Absent Parent	
Child Care Rateral 0 Note	
Sine Back to Dependents	

Figure 21: Edit Dependent Page Part 2

How to Add a New Dependent?

- 1. Click on the 'Dependents on the left navigation band.
- 2. Click on the 'Add Dependent' button (refer to Figure 14)
- 3. Fill in the Dependent's Demographic information
- 5. Check the applicable checkboxes
- 7. Enter Absent Parent Information (if applicable)
- 8. Click 'Save'.

phics	Initial Application Create Account © Congressed © Congressed © Congressed						Percing J
sidents	Add Dependent						
imployment and Deduction	Dependent Information						
Summary suments	First Name		Middle Name		Last Name		
	First Name		Middle Name		Last Name		
	Gender		Languages	Race		Ethnicity	
rzaton	- Select		- Select	- Select -	· · · · · · · · · · · · · · · · · · ·	- Select -	
rents	Date of Birth		0 Years / 0 Months / 0 Days	0 Absences To Date		\$ SN	
		di i					
	Relationship With Primary Applicant						
	- Select -	24					
	Special Needs						
	O Yes O No Care Requested		7				
	Legal Status/US Citizenship - Select		শ				
	Children under Protective Services		Child experiencing homelessness				
	Child in foster care		Child of recipients of vocational rel	sbilitation services			
	School						
	1 Turns to Salast a School		Other/Out of State				
	- Type to detect a durate -						

	Has Absent Parent									
	Child Care Referral O									
	None v									
	Save Back to Dependents									

Figure 23: Add Dependent Page Part 2

1.6 Household Resident

In the household section, users can add/update the information about all residents in the household. This includes details like the resident's demographics, relationship with the primary applicant, physical address, email address, and several checkboxes to capture additional resident information.

ALABAMA ARISE								
D Cases D Subsidy Applications								Farrow, July (C00015) Pending Approval
Case Application Summary Edit Demographics Characteristics Application	Initial Application Create Account © Compressed © Compressed	8 4 (Approval Needed Pending						
Dependents Household Residents	Household Residents							
Other Income and Deduction Total Income Summary Uplaceded Documents Eligibility	NOTE: Household Residents included in famil	ly size affect the eligibility for the sul	bsidy as their educ	ation and income are also considered. Also, residents under 13 years and residents between age 13-19 years with spec	ial needs are to be added in "Dependents" s	action.		
Placement	Add Pouehold Resident							
Appeals Subsidy Authorization	Name	Date Of Birth	Race	Address	Phone Number	Relationship To Client	Attendance App User	
Payments Generate Documents	Farrow, Kim (M00088)	03/03/2000	White	1402 8th Avenue Southeast, Decatur, AL 35801, Morgan	(345) 472-8199	SisterHalf Sister	Yes	Delete
Assignments Notes							1 - 1 of 1 items	
Messages Audit Log								



Updating Existing Household Resident's Details

Clicking on the Household resident's name leads to the following screen with dependent details that may be edited or updated, if required:



Figure 25: Edit Household Resident Part 1

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights							🔒 System Admin -	
P Cases P Subsidy Applications								Farrow, July (C00015)	
Case Application Summary Edit Demographics Characteristics Application	Non-Neuronal Neuronal Neuronal								
Dependents Household Residents	Edit Household Resident								
Education & Employment Other Income and Deduction Total Income Summary	Household Resident Information								
Uploaded Documents	First Name		Middle Name	Last Name					
Elgibility Placement	Kim		Middle Name			Farrow			
Appeals Subsidy Authorization Payments Generate Documents Assignments Notes	Gender	Race			Ethnioity		Date of Birth		
	Fensie **	White O		2	Other	স	03/03/2000	di i	
	Languages	Marital Status	tatus		Military Service		55N		
	- Select -	Single		-1	- Select -	•			
Messages Audit Log	Relationship With Primary Applicant								
	SisterHalf Sister								
	Address								
	 Different than the Farrow, July 								
	Give access to attendance application								
	Email								
	jackie@sharklasers.com								
	Temp Away From Home?								
	Is This Person Disabled?		Is This Person Incapacitated?						
	Teen Parent?		Yes ○ No Include in Family size?		4				
	Save Back to Household Residents								

Figure 26: Edit Household Resident Part 2

How to Add a New Household Resident?

- 1. Navigate to 'Household Residents' on the left navigation pane.
- 2. Click on the 'Add Household Resident' button.
- 3. Fill in the Demographic information.
- 4. Click 'Save'.

ALABAMA ARISE	Home Case Provider Reinburseme	ert Admin Datainsights						🔒 System Admin -
P Cases P Subsidy Applications								Farrow, July (C0001
Case Application Summary Bitt Demographics Characteristics Application Dependents HageAddt Rendertm	Initial Application Create Account Complexed Complexed	ot e Digitility Agened Actur Needed Pendeg						
	Household Reside	ents						
Other Income and Deduction Total Income Summary	NOTE: Household Readents include	led in Tamily size affect the eligibility for	ha subsidy as their e	docation and income are also considered. Also, reactants under 13 years and residents between	age 15-19 years with special needs are to be added in Depen	denta' section.		
Eligibility Placement	Add Household Resident							
Appeals Subsets Enterington	Name	Date Of Birth	Race	Address	Phone Number	Relationship To Client	Attendance App User	
Paymenta Democra Documenta	Farrow, Kim (M00085)	03/03/2000	White	1402 6th Avenue Southeast, Decatur, AL 36001, Morgan	(345) 472-8199	Sisten Half Sister	Yes	Delete
Assignments	+ + + + Show A	e						1 - 1 of 1 tierns
Messges Audt Log								

Figure 27: Add Household Resident

ALABAMA ARISE	Home Case Provider Reimbursement Admin Datalnsights						System Admin - Farrow, July (C00015)				
Case Application Summary Edit Denographics Characteristics Application Dependents Helpendents	International Colspan="2" Colspan="2" Colspan="2" Colspan="2" Add Household Resident										
Education & Employment Other Income and Deduction	Household Resident Information										
Uploaded Documents	First Name		Middle Name		Last Name						
Eligibility Placement	First Name		Middle Name		Last Name						
Appeals Subsidy Authorization	Gender	Race		Ethnicity		Date of Birth					
Payments	- Select - *1	Select		Select	শ		ся)				
Assignments	Languages	Marital Status		Military Service	-	55N					
Notes Messages Audit Log	Select Relationship With Primary Applicant	- Delect		- Deeci -							
	- Select - **	1									
	Address										
	Different than the Farrow, July										
	Give access to attendance application										
	Email										
	Emai										
	C Temp Away From Home?										
	Is This Person Disabled?		Is This Person Incapacitated?								
	Teen Parent?		O Yes O № Include in Family size? 0	•							
	Save Back to Household Residents										

Figure 28: Add Household Resident Part 2

1.7 Education and Employment

Education

The 'Education and Employment' screen comprises two grids, 'Education' and 'Employment & Income.' The screen captures an overview of the current employment and education details of all household residents.

ALABAMA ARISE							👌 System Admi				
P Cases P Subsidy Applications							Farrow, July (C00				
 Case Application Summary Edit Demographics Characteristics Application 	Initial Application Create Account © Complexed © Complexed	40 Million Names Don't Approval For Names									
Dependents Household Residents	Education & Employment										
Education & Employment Other Income and Deduction Total Income Summary	Education						Schedule				
Elgibily Placement Accessis	Add Education Details										
Subsidy Authorization	Name	Education Center Name		Start Da	ata	End Date					
Payments Generate Documents	Fermini, July all education D2010224										
Assignments Notes	H K 1 H Show All	1 4 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2									
Messages											
Chanter											
	Employment & Income						Scheitule				
		1									
	Add Employment & Income Details										
	Name	Employer	Gross Monthly Income		End Date Current Em	ployer Employer Type					
	Farrow, Kim	ght company	\$100.00			Corporate	Delete				
	H 4 1 H Show All						1 - 1 of 1 items				
	Are you searching for job?	O No									
	Save Cancel										

Figure 29: Education and Employment

Updating Existing education details

Clicking on the existing household resident's name leads to the following screen with education details that may be edited or updated, if required:

	Home Case Provider Reimbursem	ant Admin DataInsights						A System Admin Earney, July (CM)					
Cases D Subsity Approations								Printing Appr					
 Case Application Summary Edit Demographics Characteristics Amiliation 	Initial Application Create Account © Complexed © Complexed	Note Application: Note Application: Note Colspan="2">Note Application: Note Application: Colspan="2">Colspan="2">Note Application: Colspan="2">Note Application: Note Application: Colspan="2">Note Application: Note Application: Colspan="2">Colspan="2">Note Application: Note Application:											
Dependents Household Residents	Education & Emp	oloyment											
Other Income and Deduction Total Income Summary Uploaded Documents	Education							Schedule					
Eligibility Placement Annagis	Add Education Details												
Subsidy Authorization	Nara Ebostin Cenertane Storbes Ebostin												
Payments Generate Documents	Farrow, July	abo education		02/01/2024			Delete						
Assignments Notes Messages Audit Log	H K I M Sho	#AI						1 - 1 of 1 items					
	Employment & Income												
	Add Employment & Income Dr	enis											
	Name	Employer	Gross Monthly Income	End Date	Current Employer	Employer Type							
	Farrow, Kim	ght company	\$100.00			Corporate	Delete						
	H K 1 H Sho	ar Al						1 - 1 of 1 items					
	Are you searching for job?												
	O Yes	O No											

Figure 30: Edit Education Part1

OFLD CARE MANAGEMENT SYSTEM								
D Cases D Subsidy Applications						Farrow, July (C00015 Peeding Approval		
 Case Application Summary Edit Demographics Characteristics Application 	B C # Control August Edulity Application B Control August Edulity Application Pacement Compresed © Compresed Pacement							
Dependents Household Residents	Edit Education Details							
Education & Employment Other Income and Deduction Total Income Summary	Education Details					Schedule		
Eigblity	Household Member			Phone				
Placement Appeals	Farrow, July		24	Phone				
Subsidy Authorization Payments	Is this Education/Training ?							
Generate Documents	Education			Training				
Notes	Education Center Name			Travel Time (Minutes) @				
Messages Audit Log	abc education		<u> </u>			\$		
	Hours Per Week							
	40		÷.					
	Mailing Address							
	Street 1					Q		
	Street 2							
	City	Select	•	Zip Code	- County -	•		
	Course Type		21					
	Read Date			Ead Date				
	02/01/2024		1			54		
	Schedule Note							
	Schadula Nota							
	Anticipated Graduation Date							
	C							
	Save Back to Education & Employment							

Figure 31: Edit Education Part2

How to Add Education Details?

Clicking on the 'Add Education' button allows the user to capture Education details. Users can add information such as the Education center name, address of the education center, Start date, end date etc.

To add educational details:

- 1. Click on 'Education & Employment' on the left navigation pane.
- 2.Click on the 'Add Education Details' button.
- 3. Select the household member from the dropdown.
- 4. Enter the details about the education
- 5. Click 'Save'. The saved information is displayed under the 'Education' grid.

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights			👌 System Admin
D Cases D Subsidy Applications				Farrow, July (C000
 Case Application Summary Esit Demographics Characteristics Application 	Initial Application Crush Acausel 0 Complexer 0 Comple			have been
Dependents Household Residents	Add Education Details			
Education & Employment Other Income and Deduction Total Income Summary	Education Defails			
Uploaded Documents Eligibility Placement	Household Member		Phone Phone	=
Appeals Subsidy Authorization	Is this Education/Training ?		1.00%	
Payments	2 Education		Training	
Assignments	Education Center Name		Travel Time (Minutes) 💿	
Notes Messages	Education Center Name		· · · · · · · · · · · · · · · · · · ·	\$
AuditLog	Hours Per Week			
	0		\$	
	Mailing Address			
	Street 1			٩
	Street 2			
	City	Select	Zip Code Gounty -	•
	Course Type			
	- Select -		ন	
	Start Date		End Date	20
	Solucivia Note		a	GI
	Schedule Note			
	Anticipated Graduation Date			
	12			
	Save Back to Education & Employment			

Figure 32: Add Education

Employment

Clicking on the 'Add Employment & Income' button takes the user to capture employment and income details. Users can add information such as 'Employment Information,' 'Mailing Address,' and 'Employment Income'. Once the user saves the employment information, the 'Add Employer Income' button gets enabled.

Updating Existing Employment details

Clicking on the existing household resident's name leads to the following screen with employment details that may be edited or updated, if required:

ALABAMA ARISE	Home Case Provider Reimbursement Admin	DataInsights							🔒 System Admin -	
P Cases P Subsidy Applications									Farrow, July (C00015)	
Case Application Summary Edit Demographics Characteristics Aceleration	Initial Application Cress Account O Complexed	not Processed Percent								
Dependents Household Residents	Education & Employment	t								
Education & Employment Other Income and Deduction Total Income Summary Uploaded Documents	Education								Schedule	
Eligibility Placement	And Exercise Design									
Appeals Subsidy Authorization	Nama	Education Center Name		Start	Date	End D	late			
Payments Generate Documents	Farrow, July	abc education		02/01	1/2024			Delete		
Assignments Notes										
Messages Audit Log										
	Employment & Income								Schedule	
	Add Employment & Income Details									
	Name	Employer	Gross Monthly Income		End Date C	urrant Employer	Employer Type			
	Farrow, Kim	ght company	\$100.00			8	Corporate	Delete		
	K < 1 > K ShowAll								1 - 1 of 1 items	
	Are you searching for job? Yes	O No								
	Save Cancel									

Figure 33: Edit Employment Income

How to Add Employment Details?

1. Click the 'Education and Employment' tab on the left navigation band.

- 2. Click on the 'Add Employment & Income' button.
- 3. Select the household member
- 4. Complete the form by entering all the mandatory details

Arise Home Case Provider	Reimbursement Admin					Helson, Jack
P Cases P Subsidy Applications ⊠Cor	act					Root, Joe (C00012) Approved (04/02/7024)
Case Application Summary Edit Demographics Characteristics Application	Initial Application Create Account Substry Application Completed C	ent oded				
Dependents Household Residents	Add Employment Details					
Education & Employment Other Income and Deduction	Employment Details					
Total Income Summary Uploaded Documents	Household Member					
Eligibility Service Plan Placement	Select					
Appeals Subsidy Authorization	Self Employed					
Payments Generate Documents	Employment Information					
Assignments Notes	Employer Name		•	Travel Time (Minutes)		
Messages Audit Log	Employer Industry Type			Hours Per Week		
	Select	2	1			*
	Manager Manager			End Date		8
	Phone			Varied Schedule		
	Phone Extr					
	Schedule Note					
	Mailing Address					
	Street 1					<u> </u>
	Street 2	Select		Zin Code	County	
	Uny	outer			ovany	
	Note: Please save the form to enable income entry.					
	Employment Income Details					
	Add Employer Income					
	Effective Date	Income Type	Mo	onthly Income		
	H 4 V F H Show All					
	Dealer Education & Englander					
	Save Back to Education & Employment					
(*						

Figure 34: Add Employment Details

6. Once the user saves the information on Add Employment detail, the 'Add Employment Income Details' section will be activated, as seen below:

Г	Employment Income Details Add Employer Income			
	Effective Date	Income Type	Monthly Income	
	H H H H			
	Save Back to Education & Employment			

Figure 35: Add Employer Income

7. Click on 'Add Employer Income' to access the following form:

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights			👌 System Admi
Cases O Subsidy Applications				Farrow, July (C00
 Case Application Summary Edit Demographics Characterizides Asselection 	Mitid Application K K Cress Accuuz Subarty Application Digblith Approxim Pacement © Compresor - Compresor - Action Needed Panning			
Apprication Dependents Household Residents	Edit Employment Income			
Education & Employment Other Income and Deduction Total Income Summary	Household Member Fartow, Kim		Employer Name git company	
Uploaded Documents Eligibility	Income Information			
Pacement Appeals Subsidy Authorization Payments Generate Documents	Effective Date Od/01/2024	Income Pay Type	Pay Frequency Monthly	ন
Assignments Notes Messages	Pay Details			
Audit Log	Add Pay Details			
	Date Paid	Pay Amount		
	06/01/2024	8100.00	Edit Delete	
	н 4 1 ¥ н Бhow All			
	Save Back to Employer			

Figure 36: Add Employment Income Details

- 8. Enter all the information.
- 9. Click on the save button.

This entered information will be displayed under the Employment income details.

1.8 Other Income and Deductions

The 'Other Income and Deduction' screen consists of two grids, 'Other Income' and 'Deduction'. This screen displays an overview of other sources of income or allowable deductions that impact overall family income.

P Cases P Subsidy Applications												Fi	arrow, July (C0001
 Case Application Summary Edit Demographics Characteristics Application 	Initial Application Create Account © Compresed © Compresed	Clightility Approval Action Needed											
Dependents Household Residents Education & Employment	Other Income and	d Deduction											
Other Income and Deduction	Add Other Income												
Uploaded Documents	Name Pay Period Income Source		1	Pay Frequency I		Income Amount		Allowable					
Eligibility Placement	Farrow, July	6/1/2024 - Present		Interest/Divider	nds	Monthly		\$100.00		8		Delete	
Appeals Subsidy Authorization Payments	H + 1 + H Show	AI										1-	1 of 1 items
Generate Documents	Name	Start Date	End Date		Deduction Source		Pay Frequency		Amount	4	Allowable		
Notes	H K Show	Al										No Deduc	tion Found.
Audit Log													

Figure 37: Add Other Income and Deduction

Updating Existing Other Income and Deduction Details

To update/edit the information, click on the name of the existing record.

	nome Lase Frontier Pathoursement	: Aomin Uwainagno									8 -	ууны манин -
Cases Cabily Applications											Farro	ew, July (C00015) Pending Approval
Case Application Summary Edit Demographics Characteristics Application	Initial Application Creater Account © Complexed © Complexed	o; Digibility Approval Action Needed										
Dependents Household Residents Education & Employment	Other Income and I	Other Income and Deduction										
Total Income Summary	Add Other Income											
Uploaded Documents Eligibility	Name Pay Period			Internal Dividends Monthly			Income Amount \$100.00		Alowable			
Placement	Particle, Sury								Dele		101010	
Subsidy Authorization Payments	H 4 1 H Show All										1-10	f 1 items
Generate Documents	Nama Sta	rt Date	End Date	Deduction Source		Pay Frequency		Amount		Allowable		
Notes	H K O F H ShowAll										No Deductio	n Found.
Messages Audit Log												

Figure 38: Edit Other Income

How to Add Other Income Details?

The user can add other income details by clicking on the 'Add Other Income'

	ome Case Provider Hembursement Adr	mm DataHisgNs					8 System Ada	men -
P Cases P Subsidy Applications							Farrow, July (C Peeding Ap	00015)
Case Application Summary Eds Demographics Characteristics Application	Initial Application	dÇ dişirinde A Aşaşırlanda Nexesinde Perading						Γ
Dependents Household Residents	Other Income and Dec	duction						
Education & Employment Other Income and Deduction Total Income Summary	Add Other Income							
Uploaded Documents	Name	Pay Period	Income Source	Pay Frequency	Income Amount	Allowable		
Eligibility Placement	Farrow, July	5/1/2024 - Present	Interest/Dividends	Marthly	\$100.00	8	Delete	1
Appeals Subsidy Authorization Payments	H 4 1 H N Show All						1 - 1 of 1 items	
Generate Documents	Name Start Date	End Date	Deduction Source	Pay Frequency	Amount	Allowable		
Notes	H K O F H ShowAll						No Deduction Found.	
Audit Log								1

Figure 39: Add Other Income

To add other income details:

1. Click on the 'Other Income and Deduction' on the left navigation band.

2. Click on the 'Add Other Income' button to access the following form:

Add Other Income				
Other Income Information				
Household Member Select	Other Income Source	Income Amount	Pay Frequency	~
Start Date	End Date			
Save Back to Other Income				

Figure 40: Add Other Income Details

- 3. Select the household member.
- 4. Complete the form by entering all the mandatory details
- 5. Click 'Save'. The saved information is displayed under the 'Other income ' grid.

How to Add Deduction Details?

Deduction details will be automatically added to the page in case the self-employment checkbox is selected in the Education and Employment Details section.

P Cases D Subsidy Applications										i	mow, July (C00015)
Case Application Summary Edit Demographics Characteristics Application Dependents Household Residents Education & Employment	Initial Application Comme Account © Completed © Completed © Completed © Completed © Completed	C A By Approval Dempleted Completed									Recert. Date: 06/30/2025
	Other Income and Deduction										
Other Income and Deduction Total Income Summary	Add Other Income										
Uploaded Documents	Namo	Pay Period		Income Source	Pay Frequency		Income Amount		Allowable		
Elipbility Placement	Ferrow, July	8/28/2024 - 8/29/2024		Cash Assistance	Bi Monthly		\$100.00			Delete	
Appeals Subsidy Authorization Payments	a di a a Deela di a di										1 of 1 items
Generate Documents Assimments	Name Start Da	ite	End Date	Deduction Source		Pay Frequency		Amount	Allowable		
Notes	H K O F H Show All									No Dedu	tion Found.
Audit Log											

Figure 41: Deduction

1.9 Total Income Summary

The total income summary screen is the summary of the Income sources, Deduction, and Training/Working Hours entered in the 'Education and Employment' section for all the household members. Adjusted Gross Income is calculated by the system based on the difference between 'Total Income' and 'Total Deductions.'

On this screen, the user can click on the hyperlink of the records, and it will navigate the user to the education or Income screen for that specific user. Users can edit the information if necessary.

CHELD CARE MANAGEMENT SYSTEM				
P Cases P Subsidy Applications				Farrow, July (C00
Case Application Summary Edit Demographics Characteristics Amilianian	Initial Application Crister Account O Compresed Conter Account Compresed Com	a 9		
Dependents Household Residents	Total Income Summary			
Education & Employment Other Income and Deduction	Employer Income			
Total Income Summary	Member Name	Employer/Deduction Type	Income/Deduction	
Uploaded Documents Eligibility	* Member Name: Farrow, Kim			
Placement	Farrow, Kim	ght company		\$100.00
Subsidy Authorization Payments				Total Gross Income = \$100.00 Adjusted Gross Income = \$100.00
Generate Documents	H 4 1 H Show All			1 - 1 of 1 items
Notes	Education/Working Hours			
Messages Audit Log	Family Member	EmployenSchool		Training/Working Hours
	* Family Member: Farrow, July			
	Farrow, July	abs education(Not Satisfactory Progress)		40
	 Family Member: Farrow, Kim 			
	Farrow, Kim	ght company		60
				Tetal = 50
	H 4 1 P H Show All			1 - 2 of 2 items

Figure 41: Total Income Summary

1.10 Uploaded Documents

On the Uploaded Documents, users can upload documents through the 'select files' tab under the optional section of the screen. This screen also displays the list of all the documents that users have uploaded with some other information like uploaded date, uploaded by, etc.

ALABAMA ARISE						👌 System Admin -
D Cases D Subsidy Applications						Farrow, July (C0001 Peeding Approv
Case Application Summary Edit Demographics Characteristics Annination	Initial Application Create Account © Completed © Completed					
Dependents Household Residents	Uploaded Documents					
Education & Employment Other Income and Deduction	Optional Documents					
Uploaded Documents	Application Upload History					¥
Placement	Document Name	T Description	т	Uploaded Date	Uploaded By	
Subsidy Authorization Payments	Test Document.docx	Proof of Residency		6/28/2024 4:39 PM	Farrow, July	Request
Generate Documents Assignments	Test Document.docx	Legal Relationship		6/28/2024 4:30 PM	Farrow, July	Request
Notes Messages	Test Document.docx	Proof of citizenship - Farrow, Jackie		5/28/2024 4:39 PM	Farrow, July	Request
AuditLog	Test Document.docx	Proof of enrollment - abo education		6/28/2024 4/39 PM	Farrow, July	Request
	Test Document.docx	Proof of employment - ght company		6/28/2024 4:39 PM	Farrow, July	Request
	H 4 1 P H Show All					1 - 5 of 5 items
	Requested Documents					~
	Description	▼ Status	T Requested Date/Time	Ŧ	Requested By	Ŧ
	H 4 0 P H Show All					No Document History

Figure 42: Uploaded Documents

How to Upload a New Document?

To upload a new document

- 1. Click on 'Upload document' on the left navigation pane.
- 2. Click on optional documents. It will display a dropdown to select the document type.
- 3. Select name of the document or 'Other.'
- 4. Select files from the computer.
- 5. Click on the upload button.
- 6. Uploaded files will show up in the Upload History section (as seen in the figure above)

HED CARE MARLEEMENT SYSTEM	Home Case Provider Reimbursement Admin Usta	Insights				8.97
D Subsidy Applications						Farrow
pplication mary Demographics racteristics	Initial Application Create Account © Complexed © Complexed © Complexed	Racement Pending				
andents sehold Residents	Uploaded Documents					
ration & Employment ar Income and Deduction	Optional Documents					
Income Summary aded Documents	Select					
billy sement	Upload					
sits sidy Authorization ments	Select files					Drop files he
ne Documents	• Or •					
200	Request Document					
eg.	Andersten Haland Urber					
	Application Optical Harrory					
	Document Name	Description	1	Vploaded Date T	Uploaded By	T
	res bourner.coox	PTOD D. meanwerky		012012049 9.59 PM	Parrow, Jury	Request
	Test Document.docx	Legal Relationship		6/28/2024 4:39 PM	Farrow, July	Request
				8/28/2024 4/39 PM	Earney July	Return
	Test Document.docx	Proof of citizenship - Farrow, Jackie			ranom, sury	
	Test Document.docx Test Document.docx	Proof of olizenship - Farrow, Jackie Proof of enrollment - abo education		0/28/2024 4:39 PM	Farrow, July	Request
	Test Doorment dock Test Doorment dock Test Doorment dock	Proof of citizenship - Farrow, Jackie Proof of enrolment - abo education Proof of employment - ght company		0/28/2024 4:30 PM 0/28/2024 4:30 PM	Farrow, July Farrow, July	Request
	Test Decument.decx Test Document.decx Test Document.decx H E + H Show All	Proof of distanship - Parrow, Jackie Proof of enrotment - abo education Proof of employment - ght company		0202224 430 PM 0202024 430 PM	Farrow, July Farrow, July	Request Request 1 - 5 of 5 i
	Two Document data Text Document data Text Document data If a la back data If a la back data Document data	Priod of citizenhile - Parmin, Jakhe Priod of enrohment - abo education Priod of employment - gite company		0280224 4 39 PM 0280224 4 39 PM	Farrow, July Farrow, July	Report Report 1 - 5 of 5
	The Document data Test Document data Test Document data Test Document data Test Document data Reputable Documents Processing	Proof of attractions, if arrive, Jackie Proof of annothemer: also advantation Proof of annyloymett - git company	V Second Parlies	0 28 2024 4 28 PM 0 28 2024 4 28 PM	Farrow, July Farrow, July Farrow, July	Report Report 1-5 of 5
	Yes: Description Yes: Description Yes: Description In: Internet in the internet in	Prof of distances of annual sectors of the sectors	T Reparent Data Time	0 22 2224 4 39 PM 0 22 2024 4 39 PM	* ministry Partyon, July * Responsibly * Responsible By	Report Report 1-5 of 5

Figure 43: Upload new Documents

To Request a new document from the same screen

- 1. Click on optional documents. It will display a dropdown to select the document type.
- 2. Select the name of the document.
- 3. click on 'Request Document'.

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights								👌 System Admin
P Cases P Subsidy Applications									Farrow, July (C00
Case Application Summary Edit Demographics Characteristics	Initial Application Crassis Account Subdiviged cation Eligibility Approval © Comparate © Comparate								
Dependents Household Residents	Uploaded Documents								
Education & Employment Other Income and Deduction Total Income Summary Uptorefed Documents	Optional Documents Current Class Schedule								
Eligibility Placement Appeals Subsidy Authorization	Upload Select fies								Drop files here to upload
Payments Generate Documents Assignments Notes Messages ARi Jon	- Or - Request Document								
Autor Lug	Application Upload History								*
1	Document Name	7 Description		т	Uploaded Date	Uploaded By	т		
	Test Document.docx	Proof of Residency			6/28/2024 4:39 PM	Farrow, July		Request	
	Test Document docx	Legal Relationship			6/28/2024 4:39 PM	Farrow, July		Request	
	Test Document.docx	Proof of citizenship - Farrow, Jac	plia		0/28/2024 4:09 PM	Farrow, July		Request	
	Test Document docx	Proof of enroliment - also educate	lon .		6/28/2024 4/39 PM	Farrow, July		Request	
	Test Document docx	Proof of employment - ght compr	89		6/28/2024 4/39 PM	Farrow, July		Request	
	H 4 1 H ShowAll								1 - 5 of 5 items
	Requested Documents								~
	Description	Ŧ	Status	T Requested Date/1	Time	T	Requested By		T
	Affidavit for relative care		Not Requested				No Name		
	H 4 1 F H Show All								1 - 1 of 1 items

Figure 44: Request Documents

1.11 Eligibility

The eligibility screen displays case-centric information like 'Family Size,' Children Requesting Care,' and 'Adjusted Gross Income.'

- 1. Family Size: It is determined based on all the household members included in the family size.
- 2. Children Requesting Care: It is determined based on children for whom the applicant needs subsidy benefits.
- 3. Adjusted Gross Income: It is determined based on the difference between the family's total income and total deductions.

The pass and fail statuses are automatic and based on the above information provided by the client. If the status is 'Pass,' then the user can either certify the eligibility or deny it.

	Home Case Provider Reinbursement Admin DataInsiste							(). Syntem Admin -
P Cases P Subsidy Applications								Farrow, July (C00015
 Case Application Summary Edit Demographics Characteristics Application 	Initial Application Create Account © Completed © Completed © Completed	and re						
Dependents Household Residents	Eligibility							
Education & Employment Other Income and Deduction Total Income Summary Uploaded Documents Elipibility	Family Size Children Requesting Care Total Gross Income Adjusted Gross Income		3 1 \$100.00 \$100.00					
Placement Appeals	Child As	ge Status	I	Results			Approve	
Subsidy Authorization Payments Generate Documents Assignments	Fartow, Jackie 1	Pess		Child's Age - Pas Education and En Education and En Income - Passed	sed ployment Hours (Farrow, July) - Passed ployment Hours (Farrow, Kim) - Passed		•	
Notes Messages Audit Log						Comment		e te
	Process History						Renur Eighlity Dany Eigh	omment field is required.
	Eligibility Processed	Fa	amily Size		Children Requesting Care	Adjusted Gross Income	Comment	

Figure 45: Upload new Documents

How to Approve Eligibility?

To approve the eligibility of the case:

- 1. Click on the 'approved' checkbox on the grid.
- 2. Write a comment about the approval.
- 3. Click on the Certify eligibility.

Approved eligibility will show up in the bottom grid once it has been certified.

ALABAMA ARISE	Home Case Provider Reimbursement Admin Data	Insights							👌 System Admin -
D Cases D Subsidy Applications									Farrow, July (C00015) Pending Approval
 Case Application Summary Edit Demographics Characteristics Application 	Initial Application Create Account © Complexed © Com	Raceneti Pending							
Dependents Household Residents	Eligibility								
Education & Employment Other Income and Deduction Total Income Summary Uploaded Documents Eligibility	Family Size Children Requesting Care Total Gross Income Adjusted Gross Income		3 1 \$100.00 \$100.00						
Placement Appeals	Child	Age	Status	Results					Approve
Subsidy Authorization Payments Generate Documents Assignments	Farrow, Jackie	1	7855	Child's Age - Pass Education and En Education and En Income - Passed	sed glöyment Hours (Farrow, July) - Passed glöyment Hours (Farrow, Kim) - Passed				•
Notes Messages Audit Log							Comment	Approved as all the criteria's are matching	
	Protess History							Rerun Eligibility	Dery Eligibility Cently Eligibility
	Eligibility Processed		Family Size		Children Requesting Care	Adjusted	Gross Income	Cor	ment

Figure 46: Certify eligibility

	Home Case Provider Reimbursement Admin	Oatalnsights								8 8
is D Subsidy Applications										Farro
Case Application Summary Edit Demographics Characteristics Application	Initial Application Create Account © Complexed Action Needed © Complexed	al Placament Action Needed								Reco
ependents ousehold Residents	Eligibility									
ducation & Employment ther Income and Deduction rail Income Summary ploaded Documents ligibility	Family Size Children Requesting Care Total Gross Income Adjusted Gross Income		3 1 5100.00 5100.00							
Pacement Appaals Subsidy Auto- Payments Generate Documents Assignments Notes Messaget Audit Log	Child	Age	Status	Results						Approve
	Farrow, Jackie	1	THE	Child's Age - Passed Education and Employment Hours (F Education and Employment Hours (F Income - Passed	Farrow, July) - Passed Farrow, Kim) - Passed					
								Comment		
									Rerun Elgiblit	y DeryEligibility Cent
	Process History Elisibility Processed	Family Size		Children Resuesting Care		Adjusted Gross Income		Comment		
	4 8/28/2024	3		1		\$100.00		Approved as all the criteria's	ve matching	
	Child		Age	Status	Copayment		Notes	Approved/Not Approved		
	Farrow, Jackie		1	Passed		\$0.00		Approved		

Figure 47: Eligibility record

How to Deny Eligibility?

To deny the eligibility of the case:

- 1. Write a comment about the approval.
- 2. Click on the deny eligibility.

1.12 Placement

The placement screen allows users to 'Create' and 'Authorize' placement for the children who are eligible for the subsidy.

The placement page's 'View Schedule' tab shows the work and school schedules and other schedules. The user needs to click on the 'View Schedule' tab to check the schedule.

How to Create a New Placement?

1. Click on the 'Placement' tab on the left navigation pane.

Discuss Phase Market - Cane Aplantian Mall Aplantian - Cane Aplantian Mall Aplantian Scone Aplantian • Cane Aplantian Scone Aplantian • Cane Aplantian Scone Aplantian • Cane Aplantian Scone Aplantian • Cane Aplantian Scone Aplantian • Cane Aplantian Applantian • Cane Aplantian	Farrow, July (C00015) Approved (K725/234 Recert, Date: 06/26/2025
Canady Superior Mail System Summy Superior * 0 Summy Superior Superior * 0 Superior * Superior * 0 Superior * Superior Analysis * 0 Superior * Superior	Recet Date 06/20/2025
Dependent Placement Placement	
Construction of Construction o	
Uptavid Storens Dighty Tomeral	
Aparka Child Nerse T Eligibity Company T Pacity T Status T Copyment	T
Paranta General Countra Augmenta Nana Nana Nana Nana	

Figure 48: Create Placement Button

Click on the 'Create Placement' button to be directed to the following page:

2. Select the 'Child'. This will populate the Preferred Provider's list (if entered during the application process)

- 3. Select the Facility from the list of available facilities in the dropdown
- 4. Enter the Initial Start Date. The date cannot be before the current day's date.
- 5. Select 'Eligibility Category.'
- 6. Click on 'Save' to save the placement details

ALABAMA ARISE	Hore Car Prode Renkusseet Adve. Datuges	🔒 System Admin -
P Cases P Subsidy Applications		Farrow, July (C00015)
Case Application Summary Edit Demographics Characteristics Application Depondents Household Residents Education	0 Company Alash Subalay Subalay Subalay Subalay Subalay Subalay Subalay Subalay Subalay 0 Company Alash Subalay Subalay Subalay Subalay Subalay	NRUT, USE OF JUDIE
	Create Placement	
Other Income and Deduction Total Income Summary	Pacement	
Uploaded Documents Eligibility Platnament	Did kane Farse, aoka	স
Appeals Subsidy Authorization	Parlend Franker	
Payments Generate Documents Assignments	Facility Adams Chickins Center	× P
Notes Messages Audit Log	Initial Stat Data Eighting Category 810201 Status	ন
	See Box	

Figure 48: Add Placement Details

Clicking on Save will direct the user to the following screen:

🕼 ALABAMA ARISE	Home Case Provider Reimbursement Admin	1 Datalnsigtes						🔒 System Admin -
O Cases O Subaidy Bendications								Farrow, July (C00015)
								Approved (06/28/2024)
Household Residents Education & Employment		Child Name	Farrow, Jackie (M00089)					Recert. Date: 06/30/2025
Other Income and Deduction		Date of Birth	3/3/2023					
Total Income Summary		Care Level	Infant (age up on 7/3/2024)					
Eligibility		Absences To Date	0					
Placement		Facility	Arizona ChildCare Center					
Appeals Subsidy Authorization		Elipibility Category	Standard					
Payments								
Assignments	Effective Date				Status			
Notes	* 6/28/2024				Pending Authorized			
Messages Audit Log	Placement Effective Date			Change Reason				
	8/28/2024			Initial Authorization		•		
	 Familian Day Travit 		C Providing Michael To					
	Enter for bay time?		C Enrol for Night 1	mer				
	Schedule Type		21					
	Purring							
	E Custom Days							
	Schedule Note							
	Schedule Note							
	Negotiated Rate							
	Care Level	Unit of Care	MRR (Effect	tive: 1/1/2020)		Facility Rate/Fee (Effective: 2)	11/2024)	
	Infant	Full-Time	\$195.00			\$90.00		
		Part-Time	\$97.50			\$58.00		
	PreSchool	Ful-Time	\$180.00			\$80.00		
		Part-Time	\$90.00			\$75.00		
	School-Age	Full-Time	\$150.00			\$50.00		
		Part-Time	\$75.00			\$45.00		
	Registration Fee		\$100.00			\$100.00		
	Custom Copayment			Copayment			\$0.00	
	Save							
	Approve Cancel							
	-							

Figure 49: Placement Authorization

On this page:

- 1. Select placement effective date.
- 2. Select the checkbox if If child is enroll for day time or night time
- 3. Select 'Schedule Type' from the dropdown. Add custom days if required.
- 4. Check the 'Negotiate Rate' checkbox (if required). It will display fields to enter negotiated rates.
- 5. Add Custom Copayment (if required)
- 6. Click 'Save'
- 7. Click 'Approve'

3/28/2024			Authorized
Placement Effective Date		Change Reason	
8/28/2024		Li Initial Authorization	*
Encell fee Day Time 2		Encoll for Minha Time?	
Entonitor Day Time?		C Enter for Agint Time?	
Schedule Type		2	
Put-time			
Custom Days			
Schedule Note			
Schedule Note			
Negotiated Rate			
Care Level	Unit of Care	MRR (Effective: 1/1/2020)	Facility Rate/Fee (Effective: 2/1/2024)
Infant	Full-Time	\$195.00	\$90.00
	Part-Time	\$97.50	\$58.00
PreSchool	Full-Time	\$180.00	\$80.00
	Part-Time	\$90.00	\$76.00
School-Age	Full-Time	\$150.00	550.00
	Part-Time	\$75.00	\$45.00
Registration Fee		\$100.00	\$100.00
Custom Copayment		Copayment	\$20.00
Approved Baunet Approved			

Figure 50: Placement Approval

	Iome Case Provider Reimbursement Admin DataInsights						🔒 System Admin -
D Cases D Subsidy Applications							Farrow, July (C00015 Approved (04/20/0016
 Case Application Summary Edit Demographics Characteristics 	Initial Application Create Account B Count Account C Captility Application C Captility Application C Complexed C Complexed C Complexed						Recert. Date: 06/30/302
Dependents Household Residents Education & Emolyment	Placement						
Other Income and Deduction Total Income Summary	Create Placement						
Uploaded Documents	Child Name	T Eligibility Category T	Facility	T	Status	Copayment	τ.
Elgibility Placement	Farrow, Jackie	Standard	Arizona ChildCare Center		Authorized	\$20.00	
Agenti Substry/Autoritation Pigments Comments Documents Autogrammens Notas Messages Autor.Log							

Figure 51: Placement record

The authorized placement will now be displayed on the placement screen

1.13 Appeals

On the appeals page, the user can maintain a list of details mentioned during a court hearing.

ALABAMA ARISE	Home Case Provider Reimbursement Admin Datale	sights			😑 System Admin -
D Cases D Subsidy Applications					Farrow, July (C00015) Ageneved (66/26/2014)
 Case Application Summary Edt Demographics Characteristics 	Initial Application Create Account © Cemplexed © Cem	A Paramost Complement			Recent Date: 06/302020
Dependents Household Residents	Appeals				
Education & Employment Other Income and Deduction Total Income Summary	Hearing Details				
Uploaded Documents Eligibility	Add Hearing Details				
Placement Appeals	Created Date Scheduled Date	Type of Review	Notes	Outcome	
Sakaliy Anthrosofti Paynana Angymenta Angymenta Intel Intel Antificip	8/28/2024	- Select	•	-Select - ·	Update Cancel



1.14 Subsidy Authorization

On the Subsidy Authorization page, users will be able to view subsidy status of the case, terminate subsidy, check the overall workflow, access history, and even add program violations.

Arise Home Case Provider	Reinbursement Admin	Helson, Jac
のCases のSubsidy Applications 酒Con	ntact	Root, Joe (C00012 Approved (04/02/2024)
 Case Application Summary Edit Demographics Characteristics 	Initial Application Image: Completed Complete Comp	
Application Dependents Household Residents	Subsidy Authorization	
Education & Employment Other Income and Deduction	Subsidy Status	
Total Income Summary Uploaded Documents Eligibility Service Plan		
Placement Appeals	Program Violation Information	
Subsidy Authorization Payments	Add Program Violation	
Generate Documents Assignments	Category Name Y Date Of Violation Y Document Name	T
Notes Messages Audit Log	κ ℓ 0 ► κ Show All	No Program Violations

Figure 53: Subsidy Authorization

- 1. Users can check the subsidy status from this screen.
- 2. Users can also terminate the case subsidy by clicking on the terminate button (refer to the figure above).

P Cases P Subsidy Applications				Farrow, July (C00015) Approved (Mr28/2014)
 Case Application Summary Edit Demographics Characteristics Application 	Initial Application Create Account: G: Compressor G: Compressor			Recent Date: 05/20/2025
Dependents Household Residents	Subsidy Authorization			
Education & Employment Other Income and Deduction Total Income Summary	Subsidy Status			
Uploaded Documents Eligibility	Terminate 🔳 🤋			
Placement Accesis	Workflow			
Payments Buddedy Authonization Payments Generate Documents Assignments Notes		© Peddag System Admin	(E) Territoriad	
AuditLog	Program Violation Information			
	Add Program Violation			
	Category Name	T Date Of Violation	Y Document Name	Ŧ
	H 4 0 H ShowAll			No Program Violations

Figure 54: Terminate

Additionally, users can access the case workflow and history by click either of the following buttons respectively.



Figure 55: Workflow and History Buttons

Clicking on the workflow button will display the following screen:

P Cases P Subsidy Applications				Farrow, July (C00015) Approved (p8/28/924)
 Case Application Summary Edit Demographics Characteristics 	Initial Application Create Account © Compresed © Compresed © Compresed © Compresed © Compresed			Read, Date 2012/225
Dependents Household Residents	Subsidy Authorization			
Education & Employment Other Income and Deduction	Subsidy Status			
Uploaded Documents Eligibility	Terminate 🔳 🔊			
Placement Appeals	Workflow			
Estado Authorization Paymenta Generate Documents Assignments Notas Messages Audri Log		Pending System Admin	(2) Terminated	
	Program Violation Information			
	Add Program Violation			
	Category Name	T Date Of Violation	T Document Name	Ŧ
	H 4 0 F H Show All			No Program Violations

Figure 56: Case Workflow

Clicking on the history button will display the following screen:

A DIED CARE MANAGEMENT SYSTEM				
D Cases D Subsidy Applications				Farrow, July (C00015) Approved (94/20/2024)
 Case Application Summary Edit Demographics Characteristics Application Dependents Household Residents 	Initial Application Crask Access © Complexed © Compl			Recent Date: 06/30/3025
	Subsidy Authorization			
Other Income and Deduction	Subsidy Status			
Uploaded Documents Elipility	Terminate 🖀 🛛			
Pacement Appeals Bullissky Authorization Payments Generate Documents Assignments Notes Messages	History Step: Pending - Action: SystemAdmin of citio024 (+ 28 25 PM			
Audit Log	Program Violation Information			
	Add Program Violation			
	Category Name	Y Date Of Violation	Y Document Name	Ŧ
	H 4 0 P H Show All			No Program Violations

Figure 57: Case History

On the same page, users can also add program violations by clicking on the 'Program Violation' button on the same page (refer to Figure 35). This action will direct users to the following page:

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights			🔒 System Admin
P Cases P Subsidy Applications				Farrow, July (C0001 Approved (05/25/212
 Case Application Summary Edt Demographics Characteristics Application 	Initial Application Comm-Account © Complement © Complement			Pecert Date: 06/302
Dependents Household Residents	Subsidy Authorization			
Education & Employment Other Income and Deduction Total Income Summary	Subsidy Status			
Uploaded Documents Eligibility Placement	Terminus 😑 🤋			
Subsidy Authorization Payments	Program Violation Information			
Generate Documents Assignments	Add Program Violation			
Notes	Category Name	T Date Of Violation	Document Name	T
Audit Log	H 4 0 9 H Show All			No Program Violations

Figure 58:Program Violation

P Cases P Subsidy Applications	none Case Prevoer Harrourscherk vonen Caserrages			Farrow, July (C0001 Approved pil/20202
 Case Application Summary Edit Demographics Characteristics 	Initial Application Initial Application 0; n Create Account © Complexed Datedy Application © Complexed Optimity Approxim Pacement © Complexed			Faces Date 30/9222
Dependents Household Residents	Add Program Violation			
Education & Employment Other Income and Deduction Total Income Summary	Program Violation Information			
Upinaded Documents Eligibility Placement Appeals Strocky Autocitation	Calegory - Select - Notes	Date of Wolation	đ	
Payments Generate Documents Assignments Notas Messages				
AuditLog	Decements Select files			
	Save Back to Program Violation			

Figure 59: Add Program Violation

1.15 Payments

The Payments page reflects all recovery payments made or added.

ALABAMA ARISE	Home Case Provider Reimbursement Admin DataInsights					ළ System Admin -	
D Cases D Subsidy Applications						Farrow, July (C00015) Approved (94/28/2024)	
 Case Application Summary Edit Demographics Characteristics Assignation 	Instal Application					Record, Date: 08/90/0029	
Dependents Household Residents	Payments						
Education & Employment Other Income and Deduction Total Income Summary	Add Recovery Payments						
Uploaded Documents	Created Date 4	Тура	Facility	Amount	Balance	Status	
Eligibility Plecement	x 4 0 x 10 Payment Adjustr						
Postmetri Appeal Subordy Automation Control Co							

Figure 60: Payments

Users will also be able to add recovery payments by clicking on the 'Add Recovery Payment' button. This action will direct the user to the following page:

ALABAMA ARISE		🔒 System Admin -
P Cases P Subsidy Applications		Farrow, July (C00015) Approved (bt/25/2024)
 Case Application Summary Edit Demographics Characteristics 	Held Application: Tensor Annual Department of Application of Appl	Record Date: 06/10/2026
Dependents Household Residents	Add Payment Details	
Other Income and Deduction Total Income Summary	Payment	
Uploaded Documents Eligibility Placement	Description	۰
Appeals Subsidy Authorization Preparents	Type Type	
Generate Documents Assignments Notes	- set - * Anout	
Messages AuditLog	150 · · ·	
	Prymet Set Defe	
	for for	

Figure 61: Add Payment Details

GENERATE DOCUMENTS

The 'Generate Documents' screen allows users to generate case-related documents with the client's information and download them. Users will be able to select a document template to be generated, using the dropdown menu, following which, clicking the 'Generate Document' will result in the document being generated.

Velocity Andread Statistical Statisticon Statistical Statiste Statistical Statistical Statistica	P Cases P Subsidy Applications	Hone Case Provider Heimburgenen Summi Dearringina					Farrow, July (C0001
Sector Sector Name	 Case Application Summary Est De mographics Characterístics 	Initial Application * Crash Account Backsly Application Blacksly Appli					Recent, Date: 66/36/302
Search Lobyment One times of the index o	Dependents Household Residents	Generate Documents					
Eighty Passed Onested Dourent Eighty Passed Dourent History Passed Dourent History	Education & Employment Other Income and Deduction Total Income Summary Uploaded Documents	Document Template Certification renewal notice		শ			
Agest Subst Ausside Pensite Service	Eligibility Placement	Generate Document					Add Manual Document
Provinsi Concernet Name Angenetic Name Name Notic	Appeals Subsidy Authorization	Document History					
kensy kanala	Payments Generate Documents Assignments Notes	Document Name	Y Generated Uploaded Date/Time		T Published By	T Status No	Occuments Records Found.
	Audit Log						

Figure 62: Generate Documents

Once the document has been generated, the file can also be downloaded on the computer system by clicking the name.

Additionally, users will be able to make any changes to the document and publish it to the family, as follows:

- 1. Click on the document name.
- 2. Make changes in the document by clicking the document and downloading it to the local system.
- 3. Add description.
- 4. Upload the updated document from the local drive.
- 5. Save
- 6. Publish

ALABAMA ARISE	Home Case Provider Reinbursement Admin Dublinishts	👌 System Admin +
P Cases P Subsidy Applications		Farrow, July (C00015) Approved (06/28/2024)
Case Application Summary Edit Demographics Characteristics Annication	Hotal Application # B 4°; # Charles Application Elphith Approxi # Panemet O Complexed © Complexed © Complexed © Complexed	Recert Date: 08/30/2025
Approation Dependents Household Residents	Edit Document	
Other Income and Deduction Total Income Summary	Document Information	
Uploaded Documents Eligibility Placement Anoralis	Generated Document Certification menual intellection/0040605 174760 System - Admin - 62012024 5-47 PM) Description	
Subsidy Authorization Payments		ß
Assignments Notes Messages Audit Log	Upload Document	
	Sour Back to Document Generator	
	Publish Br Signature 🛛	

Figure 63: Edit ,upload and publish generated Document.

	me Cate Provider Reinkousement Admin Dakalmaights	🔒 System Admin -				
P Cases P Subsidy Applications		Farrow, July (C00015) Approved (66/28/2024)				
Case Application Summary Edit Demographics Characteristics Application Dependents Household Residents	balti deploration Conservations Conservations Compared Compare	Recet: Date: 08/30/2025				
Exaction & Employment Other source and Oxecution Total Income Summary Upsoadd Occuments Eighthy Pacement Appent Sackyi /unforcation Pyrmeth Cement Documents Assignments Hote Messages Austi up	Document Information					
	Generated Boosteel CeteRation wave Index/2048/02.517433 (System Admin - 4/2020/24 5.51 PM) CeteRation menul index/2048/02.517433 (System Admin - 6/2020/24 5.51 PM) Publicked Content CeteRation menul index/2048/02.517433 (System Admin - 6/2020/24 5.51 PM) Description Test					
	Back to Document Generator Patiented Usyndian T (5)					

Figure 64: Published Document

	Case Provider Reimbursement Admin DataInsights			🔒 System Admin -
P Cases P Subsidy Applications				Farrow, July (C00015) Approved (06/25/2024)
Case Application Summary Edit Demographics Characteristics Innotation	B CC B Curan Account Bubsite Approximation Fig. 2014 Approximation Parametric O: Complement D: Complement D: Complement D: Complement D: Complement			Recert, Date: 08:50/2025
Dependents Household Residents	Generate Documents			
Education & Employment Other Income and Deduction Total Income Summary	Document Template - Select -	2		
Uploaded Documents Eligibility Placement	Generale Document			Add Manual Document
Appeals Subsidy Authorization	Document History			
Payments Generate Documents	Document Name	Generated/Uploaded Date/Time	▼ Published By ▼ Sta	itus 🔻
Assignments	Certification renewal notice20240628-174758	06/28/2024 05:47:57 PM	SystemAdmin Put	blished
Notes Messages Audit Log	H C DowAll			1 - 1 of 1 items

Figure 65: Generated Document Record with Published Status

ASSIGNMENTS

The assignments screen displays the following details:

- 1. Team: The team grid displays the Team Name, Users in the team, Name of the users, and Role assigned to individual team members
- 2. Case Assignments: The case assignment grid displays the user's roles in reviewing an assigned case.
- 3. Workflow Process Assignments: This section represents the assignments at different stage of the workflow instances.
- 4. Workflow Instances: This section displays the steps within each workflow, and their status.

ALABAMA ARISE	Home Case Provider Reinbursement	Admin Datalinights									A System Ade
Cases O Subsidy Applications											Farrow, July (C
Case Application Summary Edit Demographics Chanoson risks Application Dependents Howahold Restants	Not Application K K Comm Numu Sability Application By Application D Orginaret B Orginaret B Orginaret										Report Date: 160
	Assignments										
Education & Employment	Taan										
Total Income Summary	Hutterle CMA										,
Uploaded Documents Eligibility	User Name			Role						Team Role	
Placement	LicensingProgramSupervisor		Licensing Progr	am Supervisor		Licensing Program Supervisor					
Appeals Subsidy Authorization	CMACaseManager		CMA Case Man	ager		CMA Case Manager					
Payments December 0 comments	Case Assignments										
Assignments	Add										
Messages	User	Name		Role	Case Assignment	kasignment					
kudit Log	SystemAdmin	System Admin		System Admin	CMA Eligibility Specials	e		Edit	Delete		
	NoAfar Proces Assignments										
	Bag Assignment Assignment Assignment										
	* Case Suboley Application										
	Apploater Samitae Case Assignment (CAL Case Management CAL Case Ma										
	Assigner Rose (CMA Eligibility Speciality) CMAEligibility Speciality										
	Workflow Instances										
	Workflow: Case Subsidy Application - F	arrow, July									
	Placement Compiletie 📰 🕤										
	Workflow: Eightity Approval Taptaty Centrel = 9										
	Presence Compile 2 3 Workflow: Eightig Approval Eightig Center 2 5 Workflow: Case Statisty Status Presing 2 3										
	Paramet Condet 2 2 Workfor: Eighthy Johnson Eighthy Contention 2 2 2 Workfor: Eighthy Struss Presing 2 0 Workfor: Care Tatos Atom 2 5										

Figure 66: Assignments

NOTES

The user can add notes related to the case on the notes screen.

To enter the notes:

- 1. Click on 'Notes'
- 2. Click on 'Add new Note.'
- 3. Select the name of the note from the dropdown
- 4. Enter additional details about the note in the text box.
- 5. Click on update

2 Demo / Del kando / specificion * Can / protein * Can / protein Can / protein <tr< th=""><th>0.11</th></tr<>	0.11
 - Catalation Control Contro Control Control Control Control Control Control Control Cont	Farrow, J
Opening Notability Ended Noles Exactly Ended Devines and Devines Image: Top and	Recert. Dr
Other see / Design Takes Control Control <thcontro< th=""> <thcontrol< th=""></thcontrol<></thcontro<>	
Operation Page n Y Nove Y Oper Y Page n Fill Fill Fill Fill	
Back Net T Assan	
Appendix Basely Advanced Registration	
Powe weekstowe september 30	
Messages R d b K Show All	1 - 1 of 1 i
Auttag	

Figure 67: Notes

The updated note will be displayed below.

MESSAGES

The messages screen consists of two sub-tabs:

- 1. Internal Messages: The User can create manual tasks with the due date and assign them to internal users.
- 2. Family Messages: This tab displays the messages/requests from the family portal.

ALABAMA ARISE	Home Case Provider Reimbursement Admin Datainsights				A Syste
D Subsidy Applications					Farrow, J
Conception Summary Ext Derevgruns Ext Derevgruns Charatentes Applicite Charatentes Applicite Charatentes Charatentes Charatentes Charatentes Charatentes Charatentes Summary Charatentes Summary Charatentes Summary Charatentes Summary Charatentes Summary Summ	Initial Application Create Account & B. C. Diplicity Approval Compreses Comp				Recert. Dr
	Messages				
	Messages				
	Internal Messages Family Messages				
	Tasks				
	Add Manual Message				
	Massaga Type Sevenity X 0 X Show All	Date 4 Due Date	Distributed To		No Tasks
	Notices				
	Message Type	Severity T Date∔	T Distributed To		T
	N 4 0 + N Show All				No Notices
	Recently Cleared Items				
	Message Type Sev	eriy T Date	▼ Cleared Date ÷	T Distributed To	
	H K O F H Show All				No Recently Cleared Berns

Figure 68: Messages

How to Create a Task?

To create an internal manual task:

- 1. Click on 'Messages'.
- 2. Click on the 'Internal Messages' Tab
- 3. Click on the 'Add Manual Message' button from the Tasks section
- 4. Set the 'Severity.'
- 5. Enter 'Due Date.'
- 6. Type the name of the team/user in the 'distributed to' box. It will show all the records based on the text the user typed.
- 7. Enter the details of the task details in the textbox below.
- 8. Click on 'Update.'

P Subsidy Applications								Fam
Case Application Summay Ent Demographics Characteristic Aquilation Department Housevoid Residents Exclassion A Employment One Income and Characterist Epishiny Upraided Consents Epishiny	Initial Application	el Placement © Completed						Re
	Messages							
	Messages							
	Internal Messages Family Messages							
als idy Authorization	Tasks							
Payments Generate Documents Assignments Notes Messages Audit Loo	Add Manual Message							
	Nessage Type Manual Message (SystemAdmin)	2 A V	Date 4 0/28/2024 12:54 PM	Due Date	Distributed To			Update Cancel
	× × 1 + × Show All							
	Notices							
	Message Type		Se	ierity 🝸 Date i		P Distributed To		Ŧ
	× < o > × Show At							No No
	Recently Cleared Items							
	Message Type	Sev	erity	▼ Date	T Cleared Date +		T Distributed To	
	H 4 0 P H Show All							No Recently Cleared #

Figure 69: Adding a Manual Message

An updated task will appear below.

ALABAMA ARISE	Home Case Provider Reimbursement Admin	Datainsights					👌 System Admin
P Cases P Subsidy Applications							Farrow, July (C000 Approved (%21/212
 Case Application Summary Extr Descriptions Characteristics Application Dependents Household Residents Education & Employment Other Income summary 	Initial Application Create Account Create Account Completed Comple	rood Pacement ed © Comprese					Recent Date: 06/30/2
	Messages						
	Messages						
Uploaded Documents Eligibility Placement	Internal Messages Family Messages						
Appeals Subsidy Authorization	Tasks						
Payments Generate Documents Assignments	Add Manual Message						
Notes Messages Audit Log	Message Type	Severity	Date 4 Due Date	Distributed To			
	Manual Alert (System Admin)	2	8/28/2024 12:54 PM 8/28/2024	SystemAdmin			Dear
	New policy received from the state office.						
	H 4 1 + H Show All						1 - 1 of 1 items
	Notices						
	Message Type		Severity 🔻 Date i		T Distributed To		Ŧ
	H K O M Show All						No Notices.
	Recently Cleared Items						
	Message Type	Severity	▼ Date	T Cleared Date 4		T Distributed To	Ŧ
	H C H Show All						No Recently Cleared Items.

Figure 70: Updated Manual Message

How to Send a Family Message?

To send family broadcast messages:

- 1. Click on 'Messages'.
- 2. Click on the 'Family Message Tab to view the following screen.
- 3. Click on the 'Add Family Message' button from the tasks section to access the following form:
- 4. Set the 'Severity.'
- 5. Enter 'Due Date.'
- 6. Enter the details of the message details in the textbox.
- 7. Click on the 'Update' Button.
| ALABAMA ARISE | Home Case Provider Reimbursement Admin DataInsights | | | | & System / |
|--|---|------------------------|----------------------|------------------|-----------------------------|
| ases D Subsidy Applications | | | | | Farrow, July
Approved pa |
| ase Application
Summary
Edit Demographics
Characteristics
Application | Initial Application | | | | Receit, Date |
| Dependents
Rousehold Residents | Messages | | | | |
| Education & Employment
Other Income and Deduction
Total Income Summary | Messages | | | | |
| Uploaded Documents
Eligibility
Placement | Internal Messages Family Messages | | | | |
| Appeals
Scheidy Autorization
Payments
Deneratis Documents
Assignments
Votes
Assignments
Assignments
Assignments
Assignments | Requests | | | | |
| | Family Message | | Data 4 | Distributed To | |
| | X C X K Show All | | | | No Tasks. |
| | Tasks | | | | |
| | Add Family Message | | | | |
| | Family Message | Severity | Date 4 | Due Date | |
| | Family Message (SystemAdmin) | 2 | 6/28/2024 12:54 PM | | Cancel |
| | | | | | |
| | H 4 1 > H Show All | | | | 1 - 1 of 1 items |
| | Notices | | | | |
| | Message Type | Severity T Date | | T Distributed To | Ŧ |
| | X X D X X Show All | | | | No Notices. |
| | Recently Cleared Items | | | | |
| | Nessace Type Sev | mity T 0 | ate T Cleared Date 4 | T Distributed To | Ŧ |
| | | | | | |

Figure 71: Family Messages

An updated message for the family will appear on the Tasks Grid.

ALABAMA ARISE					
D Cases D Subsidy Applications					Farrow, July (C00015) Approved (04/28/2634)
 Case Application Summary Edit Demographics Characteristics Application 	Initial Application				Percent Date: 06/30/2026
Dependents Household Residents	Messages				
Education & Employment Other Income and Deduction Total Income Summary	Messages				
Uploaded Documents Eligibility Placement	Internal Messages Family Messages				
Appeals Subsidy Authorization Payments Generate Documents	Requests				
Oenerate Documents	Family Measage	Date 4		Distributed To	
Assignments Notes Messages	H C F H Show All				No Tasks.
Audit Log	Tasks				
	Add Family Message				
	Family Message	Severity	Date 4 Due Date	310	
	Family Alert (System Admin)	2	0/28/2024 12:54 PM 0/29/202	224	Clear
	Please submit your education hours.				
	H K Show All				1 - 1 of 1 items
	Notices				
	Message Type	Severity 🝸 Date 4	T D	Distributed To	Ŧ
	H 4 0 > H Show All				No Notices.
	Recently Cleared Items				
	Message Type Severity	T Date	T Cleared Date +	T Distributed To	Ŧ
	H C F H Show All				No Recently Cleared Items.

Figure 72: Updated Family Messages

AUDIT LOG

The level of information user can view in the audit trail includes 'Username', 'Log Date', 'Module', 'Page', and 'Message.' The audit log screen represents the user who logged into the system, the associated module the user accessed, and the actions performed on the different pages of the module.

ALABAMA ARISE	Home Case Provider Reimbursement					🔒 System Adm	
Cases D Subsidy Applications						Farrow, July (CO Approved policial	
Case Application Burneary East Demographics Characteristics Application Dependents Expendents Education & Employment Other Income Summary Listicated Document	Initial Application	Ci di Digibility Approvel © Complexed © Complexed				Reset Date 003	
	Audit Log						
	User Name	▼ Log Date ↓	▼ Module	Y Page	T Message		
	SystemAdmin	6/28/2024 5:42 PM			Placement Status updated from " to 'Authorized'.		
Elgibility	SystemAdmin	6/28/2024 5:42 PM			Pending Placement Status updated from 'Authorized' to ".		
Placement	SystemAdmin	6/28/2024 5:42 PM			Is Day Time updated from " to 'True'.		
Appeals Subsidy Authorization	SystemAdmin	6/28/2024 5:42 PM			Is Night Time updated from " to 'False'.		
Payments	SystemAdmin	6/28/2024 5:42 PM			Copayment updated from '0.00' to '20'.		
Generate Documents Assignments	SystemAdmin	6/28/2024 5:42 PM			Alternate Copayment updated from 'False' to 'True'.		
Notes	SystemAdmin	6/28/2024 5:39 PM			Is Notification Sent updated from 'False' to 'True'.		
Audit Log	SystemAdmin	6/28/2024 5:39 PM			Placement: 'Farrow, Jackie (Jos Daycare)' added.		
Constant.	SystemAdmin	6/28/2024 5:39 PM			Placement Detail: 'Farrow, Jackie (Arizona ChildCare Center) ' added.		
	SystemAdmin	6/28/2024 5:35 PM			Is Eligibility Certified updated from 'False' to 'True'.		

Figure 73: Audit Notes



Arise CMS

Reimbursement Module

03/08/2024



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ARISE REIMBURSEMENT MODULE

The ARISE CMS application provides users with a Reimbursement Module that allows for reimbursement of the services provided by childcare facilities for children enrolled under subsidy. This reimbursement is based on the rates provided by the facilities themselves, as well as the maximum reimbursement rate that is decided by the state.

Based on these two rates, the reimbursement amount is automatically calculated and generated by the system, for services provided for each child. Using the reimbursement module on the CMS Application, users can view, generate, and run the reimbursement process, to ensure that providers receive the payment due to them.

How to access the Reimbursement Module?

To access the Reimbursement Module:

- 1. Log into the CMS Application using the appropriate credentials.
- 2. Click on the Reimbursement Module at the top of the screen, as follows:

ALABAMA ARISE Home Case Provider	Reimbursement	Admin DataInsights		은 System Admin -
Dashboard		_		
	Tasks O	Notices 0	 <i>⊡</i>	Recently Cleared
View Tasks	•	View Notices	View Recently Cleared	٥
				Messages O
Supervising Workloads	•	View Schedule	View Message	0

Figure 1: Reimbursement Module

Clicking on the Reimbursement Module will direct users to the following page:

		in DataInsights		👌 System Admin 🗸					
Reimbursements	Reimbursement Runs 🛛 🗮 Interface Log								
Pending Reimbursements									
Search Criteria									
Provider ID	Provider Type	Service Period Start	Service Period End						
Provider ID	Select		6/22/2024	E.					

Figure 2: Reimbursement Module Landing Page

On this page, users will see two major sub-modules – 'Pending Reimbursements' and 'Reimbursements Run'. Here, pending reimbursements refers to all reimbursements that have been calculated and generated, on a weekly basis, but have not yet been initiated. That is, the payments have not yet been made. Alternatively, reimbursements run refers to those weekly reimbursements that have already been initiated.

How to initiate the Reimbursement Process?

To initiate the reimbursement process:

1. Click on the 'Pending Reimbursements' sub-module to be directed to the following page:

ALABAMA ARISE	Home Case	Provider P	Reimbursement	Admin DataInsigh	ts			👌 System Admin 🗸	
Pending Reimbursements	Reimburse	ment Runs	Interface Log						
Pending Reimbursements									
Search Criteria									
Provider ID		Pro	vider Type		Service Period Start		Service Period End		
Provider ID		-	Select			Ċ.	6/22/2024	:	

Figure 3: Pending Reimbursements Page

On this page, users can search for any pending reimbursements using the search criteria provided. For instance, pending reimbursements for a single provider may be found by conducting a search using the provider ID. Similarly, pending reimbursements for a specific time duration may be found by entering the start and end dates for the service periods in question.

Ideally, pending reimbursements will be identified and processed every week. Considering this, the standard process would be as follows:

- 1. Enter appropriate service period start date
- 2. Enter appropriate service period end date
- 3. Click on the 'search' button to view all pending reimbursements for the defined service period, as follows:

ALABAMA ARISE H	ome Case	Provider	Reimbursement	Admin	DataInsights						ළි Syste	em Admin 👻
Q Pending Reimbursements	Reimburs	ement Runs	i≣ Interface Log	9								
Pending Reimburse	Pending Reimbursements											
Search Criteria												
Provider ID Provider Type Service Period Start Service Period End												
Provider ID			Select					Ċ.	6/	22/2024		:
Provider ID	Name			Chil	d Care Cost		Adjustment		Payment	t	Include 🗹	
► P00018	Infant	Day Care		\$28	\$280.00 \$0		\$0.00		\$280.00			
K 🔸 1 🕨 🕅 Sho	W All										1 - 1 of	1 items
Name												
Name												
Initiate Reimbursement Run												

Figure 4: Pending Reimbursements Queue

To proceed:

- 1. Select the pending reimbursements to be processed by clicking on the 'include' checkbox at the extreme right of the grid (the entire list can be selected by clicking on the 'include' checkbox at the top of the column)
- 2. Notice that the 'Initiate Reimbursement Run' button has now been activated
- 3. Click on the Initiate Reimbursement Run' button

This action will initiate the reimbursement process and move all pending reimbursements to the 'Reimbursement Runs' sub-module.

Following this, users will be able to process these reimbursements on the 'Reimbursement Runs' sub-module page.

How to process Reimbursement Runs?

Once the Reimbursement Run has been initiated:

1. Click on the 'Reimbursement Runs' sub-module (refer to Figure 2), to be directed to the following page:

	Home	Case	Provider	Reimbursement	Admin	DataInsights			🛆 System Admin 🚽	
Q Pending Reimbursements	🛱 Rein	nbursem	nent Runs	🔚 Interface Log	3					
Reimbursement Runs										
Name		Status				Created Run	Date Run ↓	Provider Count	Total Amount	
Reimbursement 1		Paymer	nt Processir	ng		6/28/2024 7:10 AM		2	\$70.00	
H 4 1 - H Show All										

Figure 5: Reimbursement Runs Sub-Module

On this page, users will be able to see all reimbursements that have already been processed, as well as those that have been initiated but not yet completely processed. The status of each such reimbursement will be reflected in the status column on the reimbursement runs grid, as seen above.

To process a reimbursement:

- 1. Identify the run to be processed
- 2. Click on the appropriate name to be taken to the following page:

CALABAMA ARISE Home Cas	se Provider Reimbursement Admin Datalns	sights		👌 System Admin 🗸							
Q Pending Reimbursements 🛛 🗮 Reimbur	rsement Runs 🛛 🗮 Interface Log										
Reimbursement Run	Reimbursement Run										
Name Reimbursement 1											
Created Run 6/28/2024 7:10 Af	Created Run 6/28/2024 7:10 AM Date Run										
Reimbursements	Reimbursements										
Export											
Provider ID	Name	Child Care Cost	Adjustment	Payment							
► P00018	Infant Day Care	\$70.00	\$0.00	\$70.00							
Generate Files Cancel 🔳 🧿 Back	Generate Files Cancel 🗉 🤊										

Figure 6: Reimbursements Run Details

On this page, users will see a detailed overview of the reimbursement in question, including details such as the name of the reimbursement run and the date that the run was created. Additionally, they will also be able to see the breakup of each payment to be made in the run, by clicking on the arrow next to individual provider IDs.

For example, clicking on the arrow next to a provider ID displays payment details as follows:

Provider ID	Name		Child Care Cost		Adjustment	Payment	
P00019	Jane's Childcare	Jane's Childcare			\$0.00	\$1,050.00	
Service Period		Туре		Facility		Amount	
 12/31/2023 	 12/31/2023 1/7/2024 1/14/2024 			Jane's Childcare		\$150.00	
 1/7/2024 			Child Care Child Care		Jane's Childcare		
 1/14/2024 						\$100.00	
 1/21/2024 		Child Care	Child Care Child Care Child Care Child Care			\$100.00 \$100.00 \$100.00 \$100.00	
► 1/28/2024		Child Care					
▶ 2/4/2024		Child Care					
 2/11/2024 		Child Care					
 2/18/2024 		Child Care		Jane's Childcare		\$100.00	
 2/25/2024 		Child Care		Jane's Childcare		\$100.00	
 3/3/2024 		Child Care		Jane's Childcare		\$100.00	

Figure 7: Reimbursements Breakup

To process the reimbursement:

1. Click on the 'Generate Files' button at the bottom of the page, as follows:

Generate Files Cancel 📼 🦻
Back

Figure 8: Generate Files Button

This action will generate payment files that reflect the payment made to the provider by the third-party payment entity.

The files will then be displayed on the same page as follows:

\land ALABAMA ARIS	E Home Case	Provider Reimbursement Admin	DataInsights					은 System Admin +
Q Pending Reimbursements	Reimbursement F	Runs 🗮 Interface Log						
Reimbursement Ru	n							
Name	Reimbursement 1							
Created Run	6/28/2024 7:10 AM				Date Run			
Reimbursements								
Export								
Provider ID		Name		Child Care Cost				Payment
P00018		Infant Day Care		\$70.00	\$0.00	\$70.00		
Payment Files								
Target System	File Name		File Type	Date Generated	Scheduled Transfer Date	Date Transferred	Status	
PAYMENTPROCESSOR	CITI_7777777_	vlink_fixedw_20240628.txt	Payment File	6/28/2024 7:14 AM	7/25/2024 8:00 PM		File Generated	
STAARS	ACS.TEST.PAY	MENT.W20240628	Funds Transfer File	6/28/2024 7:14 AM	6/30/2024 8:00 AM		File Generated	
Response Files								
ID 4	File Name	▼ File Type		▼ Date Received		▼ Payments		▼ Errors ▼
H 4 0 F H 20	 items per page 	ge Show All					No Reimburs	sement Run Response Files Found
Back								

Figure 9: Payment Files

To proceed:

Click on the 'Submit' button that is now visible at the bottom of the page (Refer to Figure 9)

Once the files have been submitted, the payment will now reflect as processed.

How to view Processed Reimbursements?

Processed reimbursements may be viewed on the reimbursement runs grid, under the Reimbursement Runs sub-module, with the status "Payment Processed" (Refer to Figure 5).