

ARISE Provider Portal – Adding Capacity Details

The Alabama Department of Human Resources has implemented Arise, a new childcare management system with a provider portal. Providers must now register on the portal for their license and subsidy applications to be approved, to manage their facilities or childcare homes, to track attendance, and much more.

Once a provider's license/exemption application has been accepted, the provider will need to add their classroom, staff and capacity details via the Provider Portal. These details will then be used to complete the required facility inspection, following which the facility will be licensed/exempted.

How to Add your Facility's Capacity Details?

Once your provider profile has been approved and your facility's initial application has been accepted, new steps will appear on your provider dashboard's application wizard, as follows:


The screenshot shows the ARISE CARE Provider Portal dashboard. At the top, there is a navigation bar with links: Home, Provider, Applications, Facility Management, Scheduler, Incident Reports, Resource, Contact, and a user profile for Hills, Jane. Below the navigation bar, the dashboard is divided into two main sections. The top section, titled 'Initial Application - Jane's Childcare (F00063)', contains a row of application steps: Create Account (Completed), Profile Approval (Completed), Create First Application (Completed), License Application (Completed), Classrooms (Action Needed), Staff (Action Needed), Capacity (Action Needed, highlighted with a red box), Background Checks (In Progress), Facility Inspection (In Progress), License Approval (In Progress), Facility Rates (Pending), and Subsidy Application (Pending). The bottom section, titled 'Tasks and Notices', displays a list of messages with their generated dates and a 'Clear' button for each. The messages include: 'Please complete staff background check.', 'Your Provider Profile has been Approved.', 'Your Provider Subsidy Application FSA00088 is pending a submission.', 'Please complete your Facility Application.', 'Please complete your Provider Profile details.', and 'Please complete provider background check.'. The bottom of the dashboard shows a pagination bar with '1' selected and 'Show All' button, and a total of '1 - 6 of 6 items'.

Figure 1: Dashboard with Additional Steps

To complete the "Capacity" section:

1. Click on the "Action Needed" link on the capacity step (refer to figure above)

This action will lead you to the following page:



Home
Provider
Applications
Facility Management
Scheduler
Incident Reports
Resource
Contact
Hills, Jane

Facility Jane's Childcare
Facility ID F00063
Facility Type Center
License Type Pending
License Status Inactive
License Number

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
Background Checks
Subsidy
Incident and Complaints
Received Documents

Initial Application
License Application Completed
Classrooms Action Needed
Staff Action Needed
Capacity Action Needed
Background Checks In Progress
Facility Inspection In Progress
License Approval In Progress
Facility Rates Pending
Subsidy Application Pending

Capacity

Note: If a staff member provides care to children in different care levels at the same time, include that staff member in the staff count for each related care level.

Capacity - Day Time

☒ Day Time Capacity

Care Level	Planned Enrollment	Planned No. of Staff	Current Enrollment	Current Staff	Max Capacity	Assessed Capacity
Infant (0 - 18 Months)			0	0	0	
Toddlers (18 - 30 Months)			0	0	0	
Exception (24 - 36 Months)			0	0	0	
PreSchool (2.5 - 4 Years)			0	0	0	
PreSchool (4 - 5 Years)			0	0	0	
School-Age (5 - 8 Years)			0	0	0	
School-Age (8 - 17 Years)			0	0	0	
Total	0		0		0	0

Capacity - Night Time

☐ Night Time Capacity

Care Level	Planned Enrollment	Planned No. of Staff	Current Enrollment	Current Staff	Max Capacity	Assessed Capacity
Infant (0 - 18 Months)			0	0	0	
Toddlers (18 - 30 Months)			0	0	0	
Exception (24 - 36 Months)			0	0	0	
PreSchool (2.5 - 4 Years)			0	0	0	
PreSchool (4 - 5 Years)			0	0	0	
School-Age (5 - 8 Years)			0	0	0	
School-Age (8 - 17 Years)			0	0	0	
Total	0		0		0	0

Area Information

Capacity set by Zoning
Capacity set by Fire Inspection

Number of Changing Tables
Number of Sinks
Number of Toilets
Playground 1 Square Footage

Playground 2 Square Footage
Total Facility Square Footage
Adult Bathrooms
Number of Cribs

Number of Cots

Is the playground fenced in with 4 ft fencing?
☐ Yes ☐ No

Capacity Comment
5000 character(s) left

Save Cancel

☐ All capacity data has been added.

Figure 2: Capacity Details

On this page, fill in the required details as follows:

1. Select the Day Time or Night Time Capacity checkboxes, based on your facility's service schedule

Selecting the Day Time or Night Time Capacity checkboxes will enable the section and allow you to enter further details.

To proceed, under each capacity type (Day Time or Night Time):

2. Enter the number of children you plan to enroll at the facility, under each care level category (*you can also use the arrows provided to select a number*)
3. Enter the number of staff you plan to employ at the facility, for each care level category (*you can also use the arrows provided to select a number*).

The filled in information should be visible as follows:

Capacity - Day Time

☒ Day Time Capacity

Care Level	Planned Enrollment	Planned No. of Staff	Current Enrollment	Current Staff	Max Capacity	Assessed Capacity
Infant (0 - 18 Months)	4	2	0	0	10	
Toddlers (18 - 30 Months)	4	2	0	0	14	
Exception (24 - 36 Months)	0	0	0	0	0	
PreSchool (2.5 - 4 Years)	0	0	0	0	0	
PreSchool (4 - 5 Years)	0	0	0	0	0	
School-Age (5 - 8 Years)	0	0	0	0	0	
School-Age (8 - 17 Years)	0	0	0	0	0	
Total	8		0		24	0

Figure 3: Sample Details

As you fill in these details, note the following:

1. Only the first two columns ("Planned Enrollment" and "Planned No. of Staff") are enabled
2. Every field in the first two columns is mandatory. You must fill in a number to proceed. This includes zero in case you do not plan to enroll children of a specified care level at your facility.
3. The planned enrollment of children at different care levels must reflect the ages of children to be served, that you filled in on the operations page during the initial application process. For example, if the age of children served is 2 days to 3 months (as seen in the figure below), you would ideally only be planning enrollment for the infant care level. Therefore, your planned enrollment would reflect only infants.

Hours of Operation

Note: Daytime hours 5 AM - 7 PM, Night hours: 7 PM - 5 AM.

Opening Time

Closing Time

☐ **24 Hours**

☒ **Same Time For Selected Days**

☐ **Operate on Holidays**

☒ **Day Time**
Age of Children Served - Start

Age of Children Served - End

☒ **Night Time**
Age of Children Served - Start

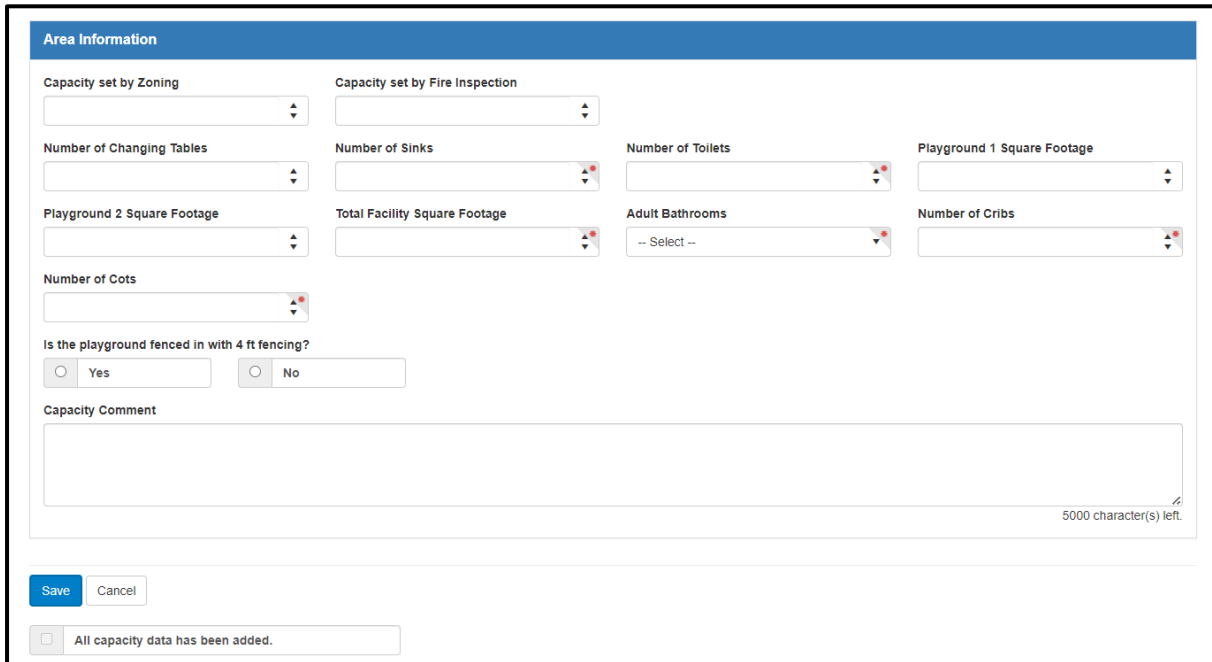
Age of Children Served - End

Figure 4: Age of Children Served Section on Facility Operations Page

4. In case your facility will employ staff members who will care for children across different care levels, the staff member must be included in the count for all those care levels. For example, if one staff member is employed to care for both infants and toddlers, you will need to enter 1 in the planned enrollment fields for infants as well as for toddlers.
5. The "Current Enrollment" and "Current Staff" columns will automatically be filled in, based on real-time placements and any updates you make to the staff list on the staff management page.
6. "Current Enrollment" numbers will reflect the placed/enrolled child at the appropriate care level, based on their age. "Current Staff" will reflect the staff member at the appropriate care level, based on the care level that they will be serving, as selected on the staff management page.
7. The "Max Capacity" column on the right-hand side indicates the maximum number of children that you can enroll at your facility, for every care level, based on the number of staff members you plan to employ. This column will be automatically updated as you fill in the planned number of staff column.
8. Remember, your planned children enrolment must be either lesser than or equal to the figure that is automatically filled in the max capacity column.
9. The assessed capacity column will be filled in during the licensing process, when your on-site facility inspection takes place. Based on the inspection, the assessed capacity will be entered and visible here. This assessed capacity will be considered the actual capacity of your facility, when licensed.

Once this section is completed (as seen in Figure 3), proceed as follows:

1. Fill in the pending sections on the bottom half of the page:



Area Information

Capacity set by Zoning Capacity set by Fire Inspection

Number of Changing Tables Number of Sinks Number of Toilets Playground 1 Square Footage

Playground 2 Square Footage Total Facility Square Footage Adult Bathrooms Number of Cribs

Number of Cots

Is the playground fenced in with 4 ft fencing?
☐ Yes ☐ No

Capacity Comment

5000 character(s) left

Save Cancel

☐ All capacity data has been added.

Figure 5: Area Information

In this section:

1. Fill in all mandatory fields (marked by a red asterisk on the top right corner of the field)
2. Fill in any additional fields that you have the information for
3. Add a comment, if required
4. Click on "Save" to save your progress

Once this section and the entire Capacity page has been completely filled in with mandatory and other available information:

1. Select the "All capacity data has been added" checkbox to indicate that the page is complete

This will indicate that all required information has been successfully added.

Congratulations! You have successfully completed the "Capacity" section!

This information will now be used to complete the facility inspection.