

Quick Reference Guide – Approving/Rejecting a Placement Request

Registered and licensed providers on the Arise Provider Portal will receive placement requests based on the requirements of the child and family in question. These placement requests will appear on the Arise Provider Portal, where providers will be able to approve or reject the placement, based on their availability and acceptance criteria.

How to Approve a Placement Request on the Arise Provider Portal?

The following as a quick step-by-step guide on approving a placement request!

1. Log in to the Arise Provider Portal to access the provider dashboard as follows:

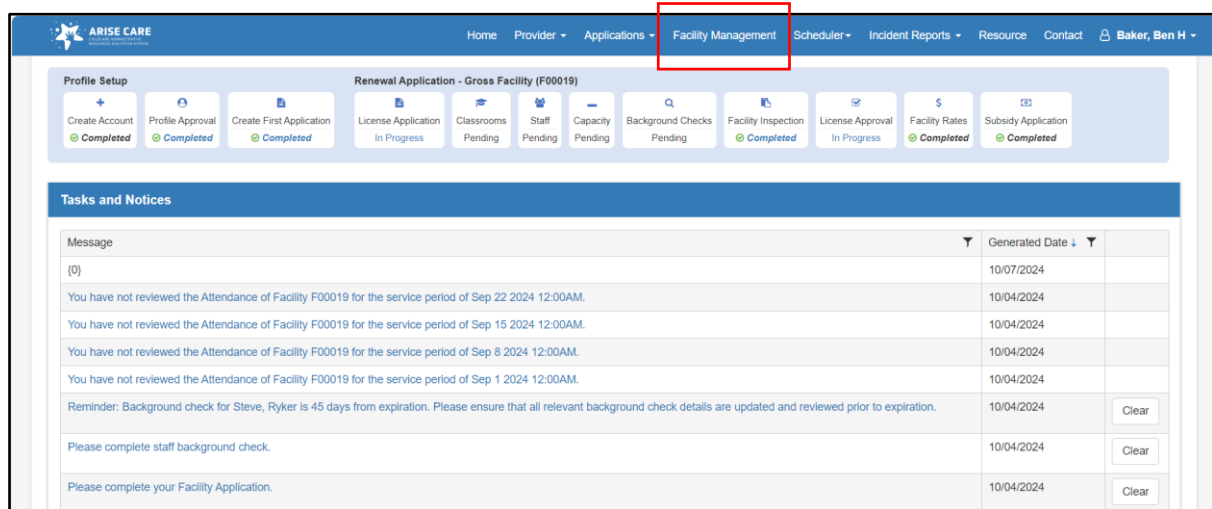


Figure 1: Provider Dashboard

2. Click on the Facility Management Module at the top of the page (refer image above). This action will lead you to the following page:

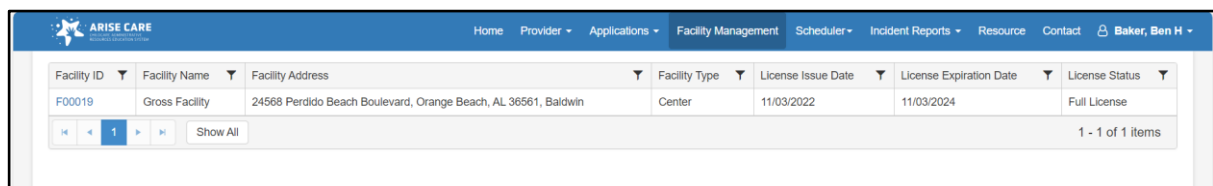


Figure 2: Facility Management Page

On this page:

3. Identify and select the facility where you would like to review your placement requests.
4. Click on the Facility ID to be directed to the following page:

Figure 3: Facility Details Page

1. Expand the "Subsidy" section on the navigation pane (refer to the image above) by clicking on the arrow on the left-hand side of the section, to view the following menu options:

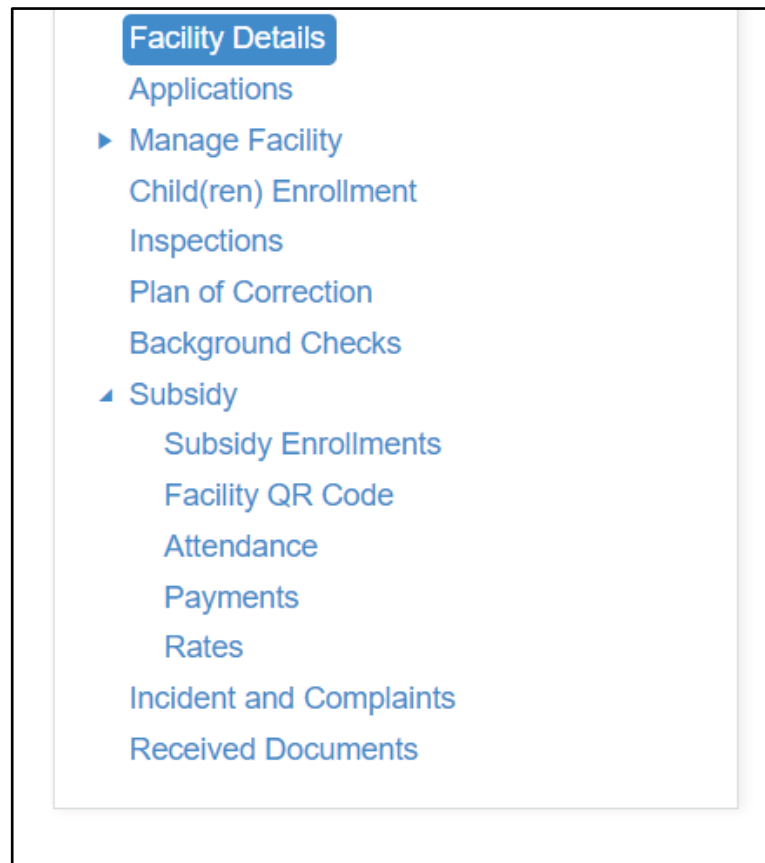
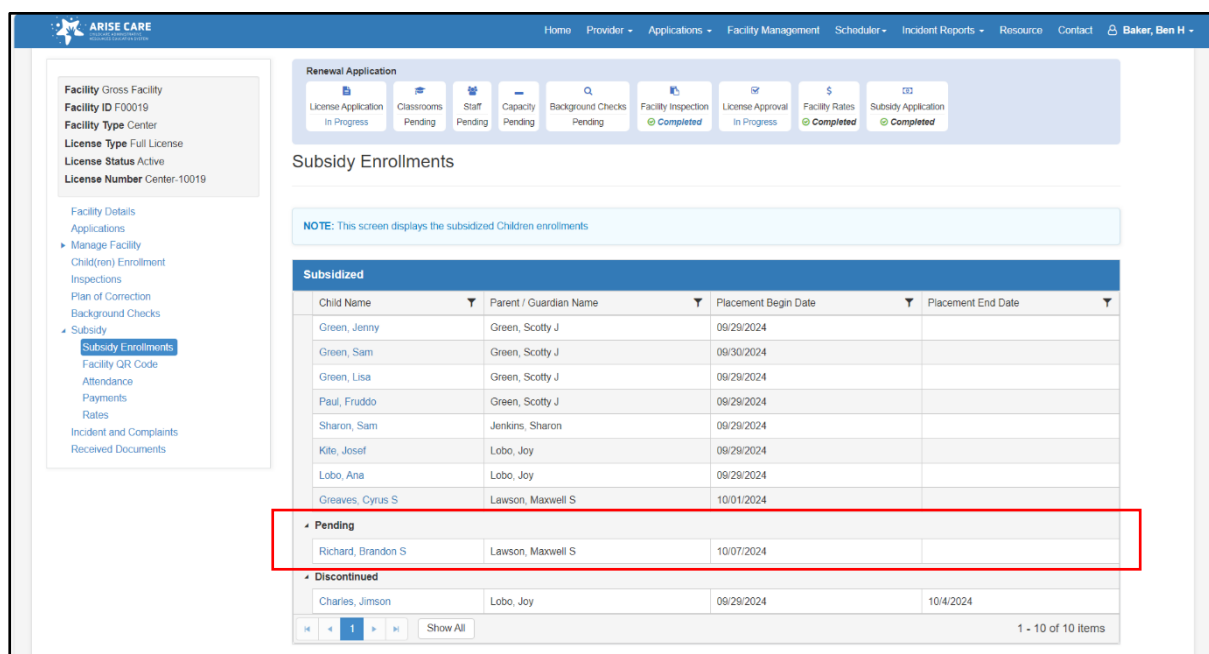


Figure 4: Subsidy Menu Options

2. Select "Subsidy Enrollments" to view the following page:



The screenshot displays the 'Subsidy Enrollments' page. On the left is a sidebar with facility information and a menu where 'Subsidy Enrollments' is selected. The main content area features a 'Renewal Application' status bar, a 'NOTE' about subsidized children enrollments, and a table of enrollment data. The table is divided into 'Subsidized' and 'Pending' sections. The 'Pending' section is highlighted with a red box, showing one entry for Richard, Brandon S. The table also includes a 'Discontinued' section with one entry for Charles, Jimson.

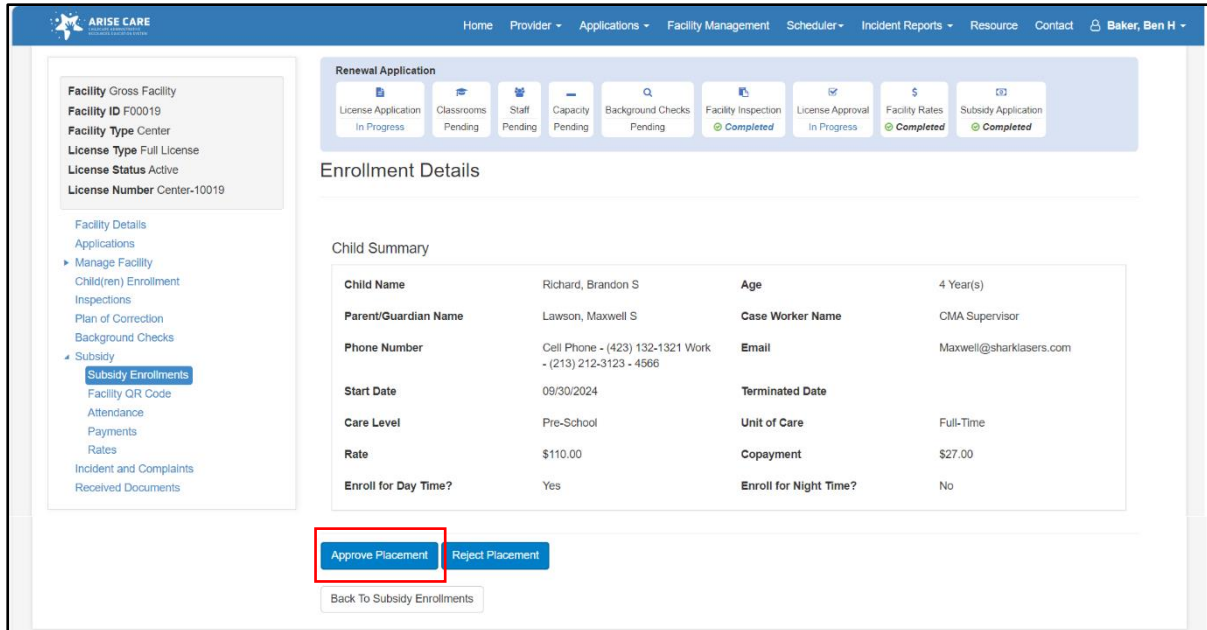
Child Name	Parent / Guardian Name	Placement Begin Date	Placement End Date
Green, Jenny	Green, Scotty J	09/29/2024	
Green, Sam	Green, Scotty J	09/30/2024	
Green, Lisa	Green, Scotty J	09/29/2024	
Paul, Frutto	Green, Scotty J	09/29/2024	
Sharon, Sam	Jenkins, Sharon	09/29/2024	
Kite, Josef	Lobo, Joy	09/29/2024	
Lobo, Ana	Lobo, Joy	09/29/2024	
Greaves, Cyrus S	Lawson, Maxwell S	10/01/2024	
Pending			
Richard, Brandon S	Lawson, Maxwell S	10/07/2024	
Discontinued			
Charles, Jimson	Lobo, Joy	09/29/2024	10/4/2024

Figure 5: Subsidy Enrollments Page

On this page, you will be able to see a grid with a complete list of all enrollments, as well as all placement requests. Placement requests will be listed under the “Pending” section as seen in the image above.

To accept the placement request:

1. Click on the name of the child requesting placement, to be directed to the following page:



ARISE CARE
CHILD CARE ADMINISTRATIVE
RESOURCES EDUCATION SYSTEM

Home Provider Applications Facility Management Scheduler Incident Reports Resource Contact Baker, Ben H

Renewal Application

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

Enrollment Details

Child Summary

Child Name	Richard, Brandon S	Age	4 Year(s)
Parent/Guardian Name	Lawson, Maxwell S	Case Worker Name	CMA Supervisor
Phone Number	Cell Phone - (423) 132-1321 Work - (213) 212-3123 - 4566	Email	Maxwell@sharkiasers.com
Start Date	09/30/2024	Terminated Date	
Care Level	Pre-School	Unit of Care	Full-Time
Rate	\$110.00	Copayment	\$27.00
Enroll for Day Time?	Yes	Enroll for Night Time?	No

Approve Placement **Reject Placement**

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Figure 6: Enrollment Details Page

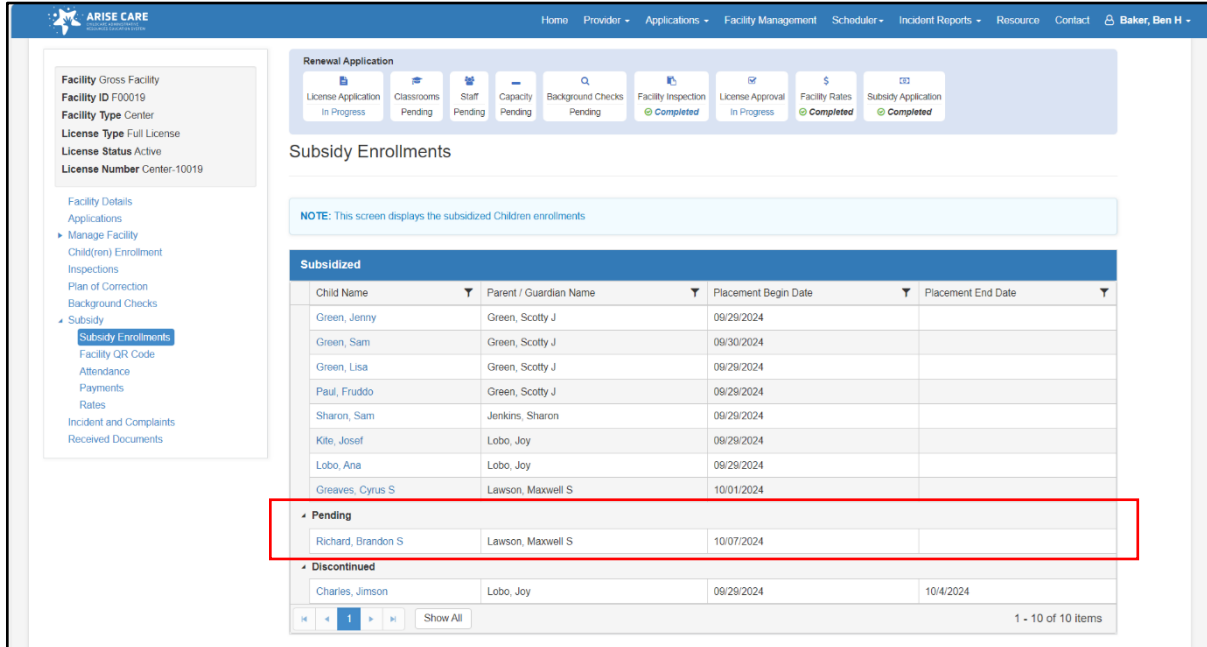
2. Click on the “Approve Placement” button to accept the request.

Congratulations! You have successfully approved the placement request, and the child will now be enrolled at your childcare facility!

How to Reject a Placement Request on the Arise Provider Portal?

The following as a quick step-by-step guide on rejecting a placement request!

Using the steps described in the section above, access the Subsidy Enrollments page as follows:



Facility Gross Facility
Facility ID F00019
Facility Type Center
License Type Full License
License Status Active
License Number Center-10019

Renewal Application
 License Application In Progress | Classrooms Pending | Staff Pending | Capacity Pending | Background Checks Pending | Facility Inspection Completed | License Approval In Progress | Facility Rates Completed | Subsidy Application Completed

Subsidy Enrollments

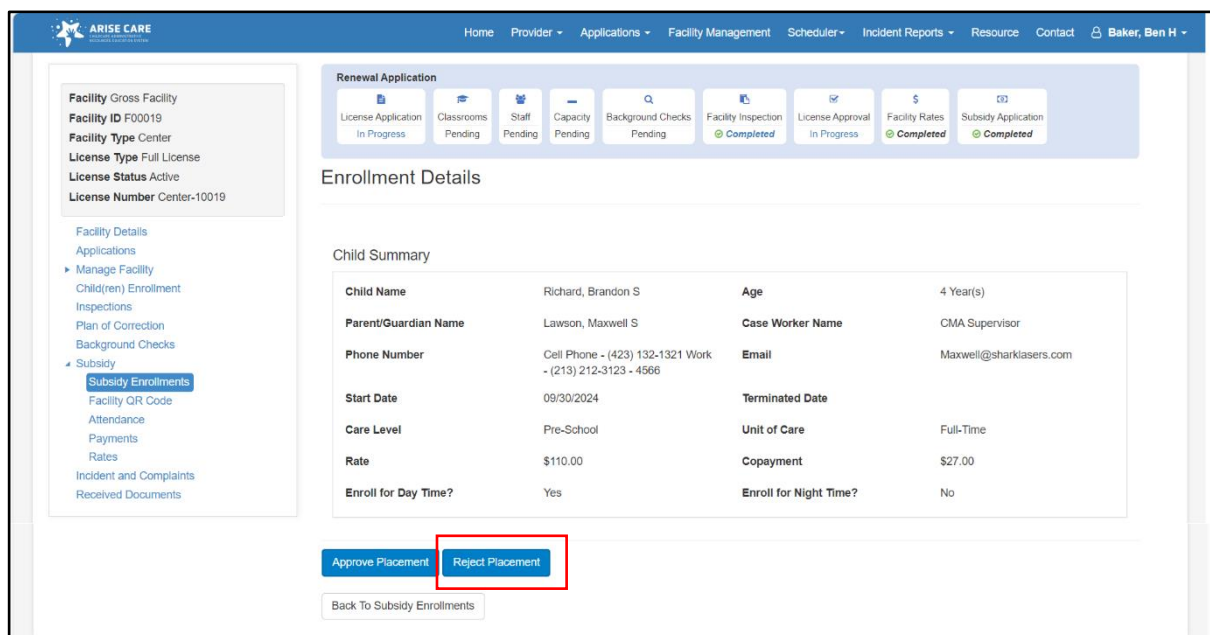
NOTE: This screen displays the subsidized Children enrollments

Child Name	Parent / Guardian Name	Placement Begin Date	Placement End Date
Green, Jenny	Green, Scotty J	09/29/2024	
Green, Sam	Green, Scotty J	09/30/2024	
Green, Lisa	Green, Scotty J	09/29/2024	
Paul, Frullo	Green, Scotty J	09/29/2024	
Sharon, Sam	Jenkins, Sharon	09/29/2024	
Kite, Josef	Lobo, Joy	09/29/2024	
Lobo, Ana	Lobo, Joy	09/29/2024	
Greaves, Cyrus S	Lawson, Maxwell S	10/01/2024	
Pending			
Richard, Brandon S	Lawson, Maxwell S	10/07/2024	
Discontinued			
Charles, Jimson	Lobo, Joy	09/29/2024	10/4/2024

1 - 10 of 10 items

Figure 7: Subsidy Enrollments Page

1. Click on the child's name under the "Pending" section of the grid, to be directed to the Enrollment Details page, as follows:



Facility Gross Facility
Facility ID F00019
Facility Type Center
License Type Full License
License Status Active
License Number Center-10019

Renewal Application
 License Application In Progress | Classrooms Pending | Staff Pending | Capacity Pending | Background Checks Pending | Facility Inspection Completed | License Approval In Progress | Facility Rates Completed | Subsidy Application Completed

Enrollment Details

Child Summary

Child Name	Richard, Brandon S	Age	4 Year(s)
Parent/Guardian Name	Lawson, Maxwell S	Case Worker Name	CMA Supervisor
Phone Number	Cell Phone - (423) 132-1321 Work - (213) 212-3123 - 4566	Email	Maxwell@sharklasers.com
Start Date	09/30/2024	Terminated Date	
Care Level	Pre-School	Unit of Care	Full-Time
Rate	\$110.00	Copayment	\$27.00
Enroll for Day Time?	Yes	Enroll for Night Time?	No

Approve Placement **Reject Placement**

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Figure 8: Enrollment Details Page

On this page:

- Click on the "Reject Placement" button. This will result in the following mandatory text box appearing:

Child Summary

Child Name	Richard, Brandon S	Age	4 Year(s)
Parent/Guardian Name	Lawson, Maxwell S	Case Worker Name	CMA Supervisor
Phone Number	Cell Phone - (423) 132-1321 Work - (213) 212-3123 - 4566	Email	Maxwell@sharklasers.com
Start Date	09/30/2024	Terminated Date	
Care Level	Pre-School	Unit of Care	Full-Time
Rate	\$110.00	Copayment	\$27.00
Enroll for Day Time?	Yes	Enroll for Night Time?	No

Reject Placement

Cancel

Comments

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Figure 9: Reject Placement Textbox

- Add a comment providing a reason as to why you are rejecting the placement request
- Click on the "Reject Placement" button

Congratulations! You have successfully rejected the placement request, and the child will **not** be enrolled at your childcare facility.