

ARISE Provider Portal – Making Amendments as a Provider

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 approved, the provider will also be able to create, manage and submit various types of amendments, if required. For example, an "amend application" may be required in a situation where there is a change in circumstances such as the facility's capacity or a change in ownership, among other reasons. Similarly, in case there is a change in staff, or a change in the number of private pay children enrolled at the facility, providers may need to amend their facility management details.

In these cases, the provider will be able to initiate and manage all these amendments on the Arise Provider Portal.

In this quick reference guide, we will be going over three major areas of amendment:

- 1) Amending your Provider Profile
- 2) Submitting an amended facility application
- 3) Amending your Facility Management details

1) How to amend your Provider Profile?

In case there is a change in provider details, including a change in address, change in account details, or other such changes, you may wish to amend their provider profile.

However, at present, profile level amendments **cannot** be made on the Arise Provider Portal.

Once your provider profile has been approved, you may log in to the provider portal and access your profile using the Provider Module at the top of your screen as follows:

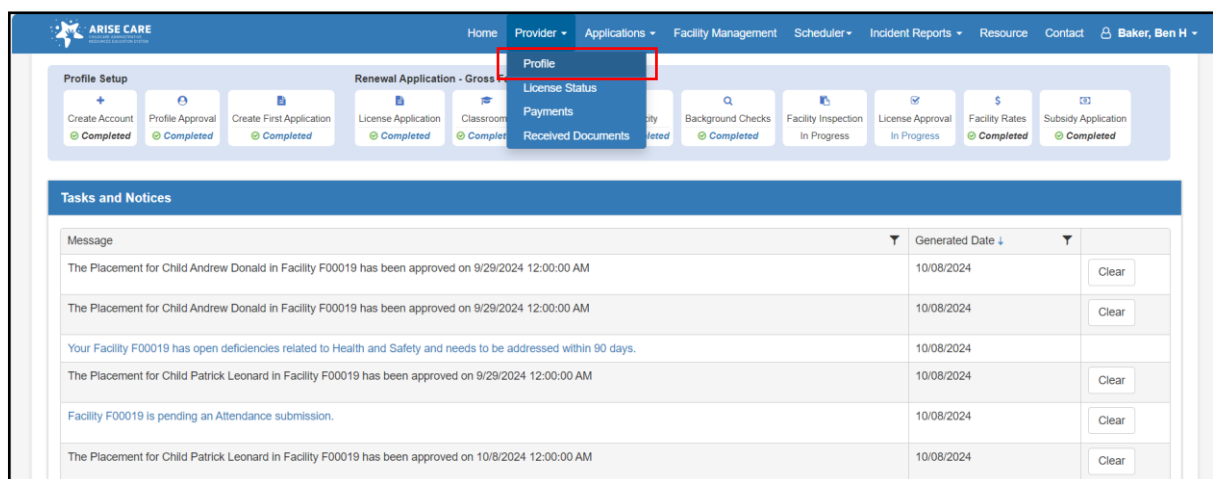
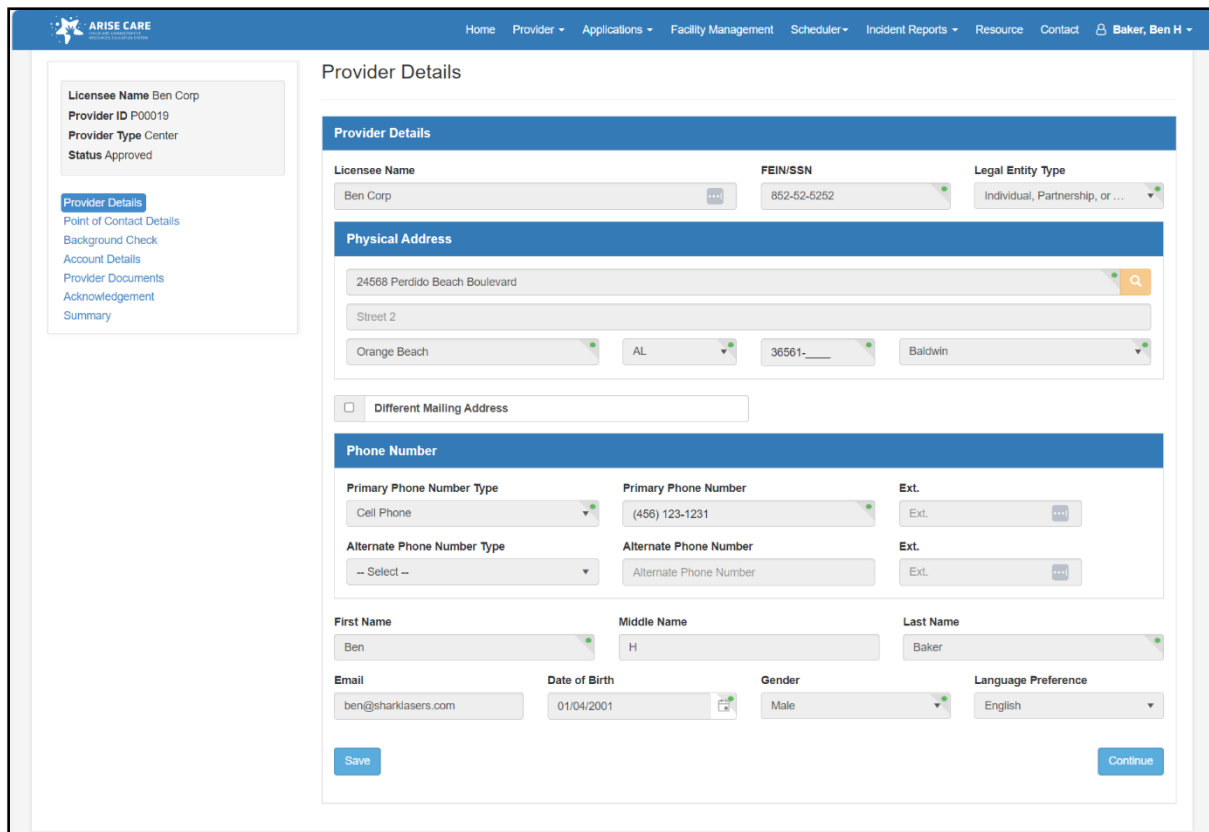


Figure 1: Provider Module

To access your Provider Profile:

1. Click on the Provider Module at the top of the screen
2. Click on "Profile" on the drop-down menu, 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

Provider Details

Licensee Name Ben Corp
Provider ID P00019
Provider Type Center
Status Approved

Provider Details
Point of Contact Details
Background Check
Account Details
Provider Documents
Acknowledgement
Summary

Provider Details

Licensee Name Ben Corp FEIN/SSN 852-52-5252 Legal Entity Type Individual, Partnership, or ...

Physical Address

24568 Perdido Beach Boulevard
Street 2
Orange Beach AL 36561- Baldwin

☐ Different Mailing Address

Phone Number

Primary Phone Number Type Cell Phone Primary Phone Number (456) 123-1231 Ext. Ext.
Alternate Phone Number Type -- Select -- Alternate Phone Number Alternate Phone Number Ext. Ext.

First Name Ben Middle Name H Last Name Baker

Email ben@sharklasers.com Date of Birth 01/04/2001 Gender Male Language Preference English

Save Continue

Figure 2: Provider Details

On this screen:

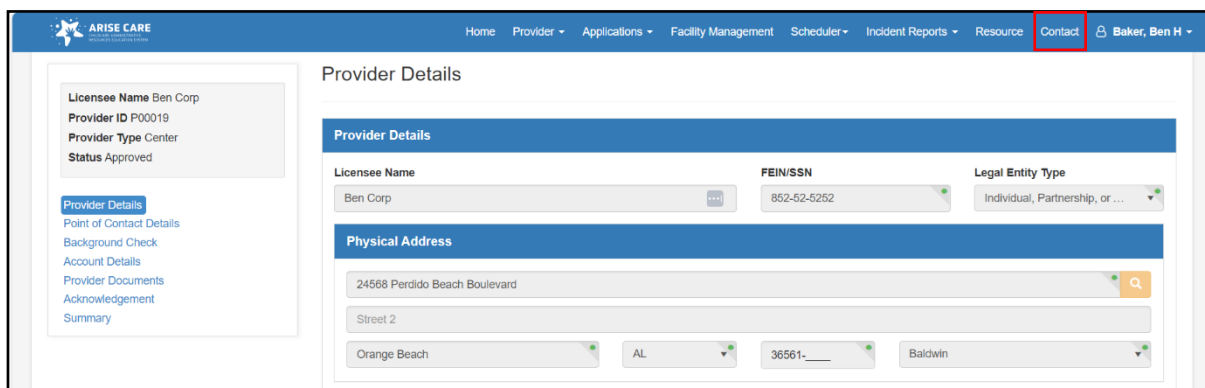
You will see that the fields on the Provider Details page have been disabled and you are unable to edit the field. Similarly, as you click through the different sections of the navigation pane, you will be able to view but **not** edit the fields.

This is because your Provider Profile has already been submitted and approved.

Therefore, to amend your Provider Profile:

You will need to reach out to your licensing consultant.

You will be able to access your licensing consultant's contact details from the Contact Module at the top of your screen as follows:



ARISE CARE CHILD CARE ADMINISTRATIVE RESOURCES EDUCATION SYSTEM

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

Provider Details

Licensee Name Ben Corp
Provider ID P00019
Provider Type Center
Status Approved

Provider Details
Point of Contact Details
Background Check
Account Details
Provider Documents
Acknowledgement
Summary

Provider Details

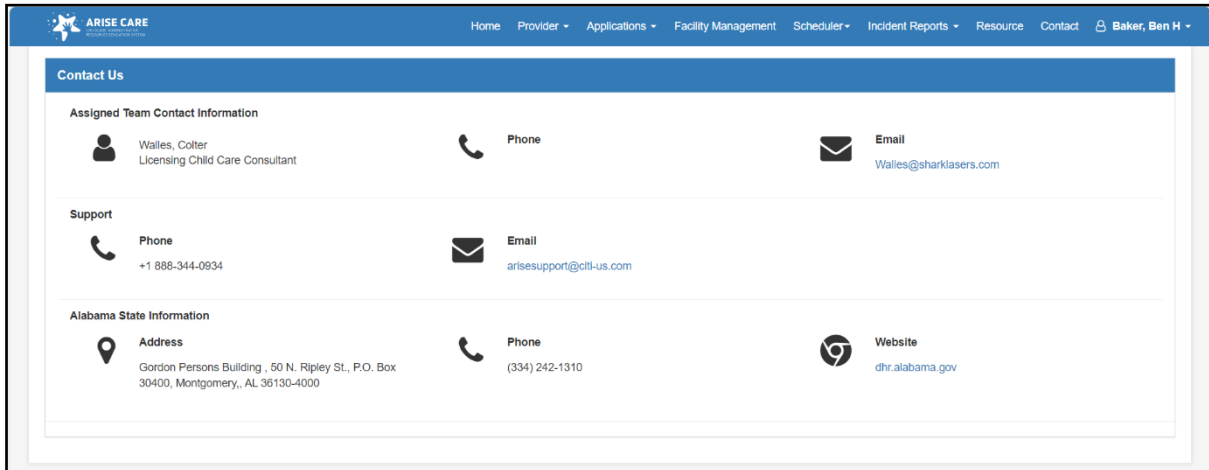
Licensee Name Ben Corp FEIN/SSN 852-52-5252 Legal Entity Type Individual, Partnership, or ...

Physical Address

24568 Perdido Beach Boulevard
Street 2
Orange Beach AL 36561- Baldwin

Figure 3: Contact Module

Clicking on the Contact Module will direct you to the following page:



The screenshot shows the 'Contact Us' page of the ARISE CARE portal. The page has a blue header with the ARISE CARE logo and navigation links: Home, Provider, Applications, Facility Management, Scheduler, Incident Reports, Resource, Contact, and a user profile for Baker, Ben H. The main content area is divided into three sections: 'Assigned Team Contact Information', 'Support', and 'Alabama State Information'. Each section contains contact details for a specific role, including phone numbers and email addresses.

Section	Role	Phone	Email	Website
Assigned Team Contact Information	Walles, Colter Licensing Child Care Consultant		Walles@sharklasers.com	
Support		+1 888-344-0934	arisesupport@clti-us.com	
Alabama State Information	Gordon Persons Building, 50 N. Ripley St., P.O. Box 30400, Montgomery, AL 36130-4000	(334) 242-1310		dhr.alabama.gov

Figure 4: Contact Us

Using the information on your Contact Us page, you will be able to reach out to your licensing consultant.

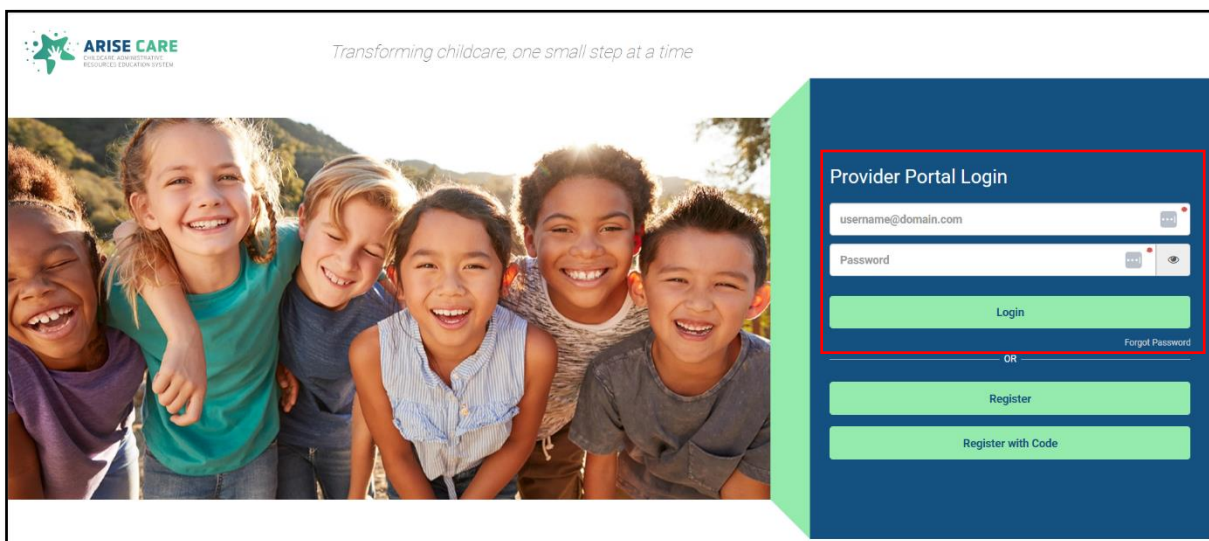
In this way, you will be able to initiate a Provider Profile level amendment.

2) How to submit an amended Facility Application on the Arise Provider Portal?

In case there is a situation where there is a change in information/circumstance that may affect your licensing/exemption status (such as a change in facility information, facility operations and services, or even a change in fire inspection status), you will need to submit an amended facility application on the Arise Provider Portal.

The following is a quick step-by-step guide to submitting an amended application on the Arise Provider Portal, as a licensed or license exempt provider!

Opening the Provider Portal leads to the following Login/Registration Page:



The screenshot shows the 'Provider Portal Login' page of the ARISE CARE portal. The page features a large image of diverse children smiling on the left and a login/register form on the right. The form includes fields for 'username@domain.com' and 'Password', a 'Login' button, a 'Forgot Password' link, and buttons for 'Register' and 'Register with Code'. The ARISE CARE logo and tagline 'Transforming childcare, one small step at a time' are at the top.

Figure 5: Login Page

On this page:

1. Enter your credentials.
2. Click on 'Login' to be redirected to the provider dashboard:

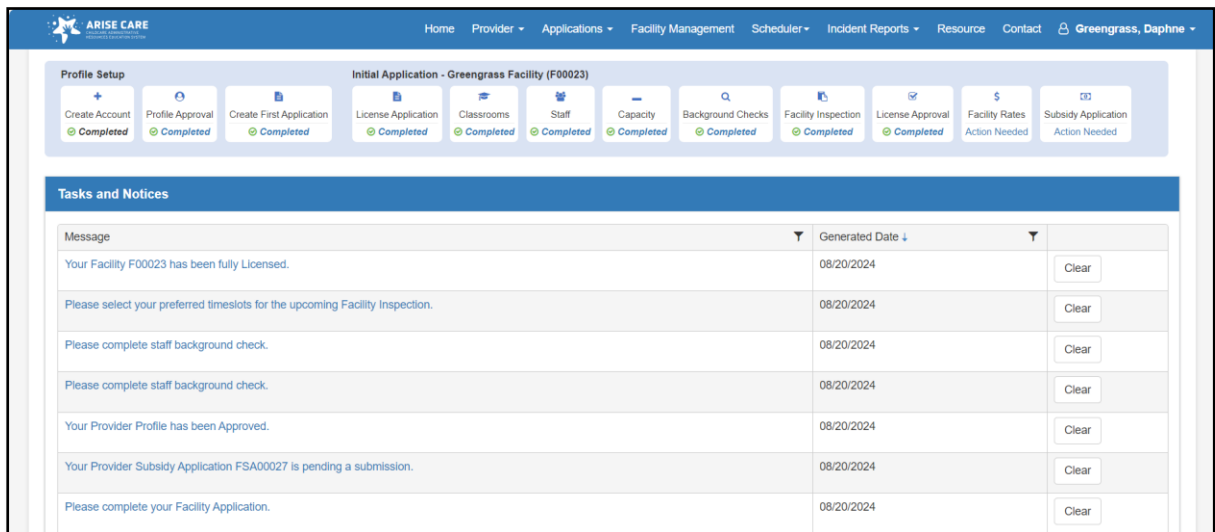


Figure 6: Provider Portal Dashboard

3. Click on the Provider Module dropdown menu at the top of the screen.
4. Select 'License Status' as follows:

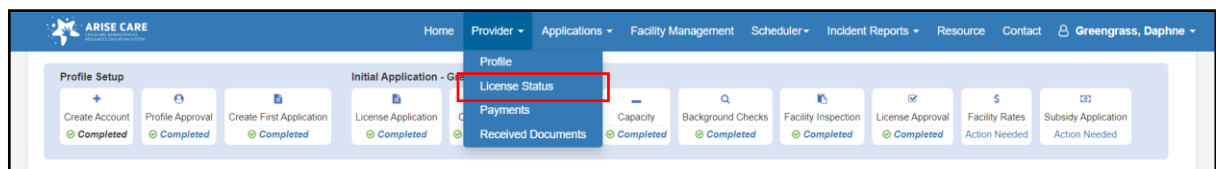


Figure 7: Provider Module - License Status

Clicking on 'License Status' will lead you to the following page:

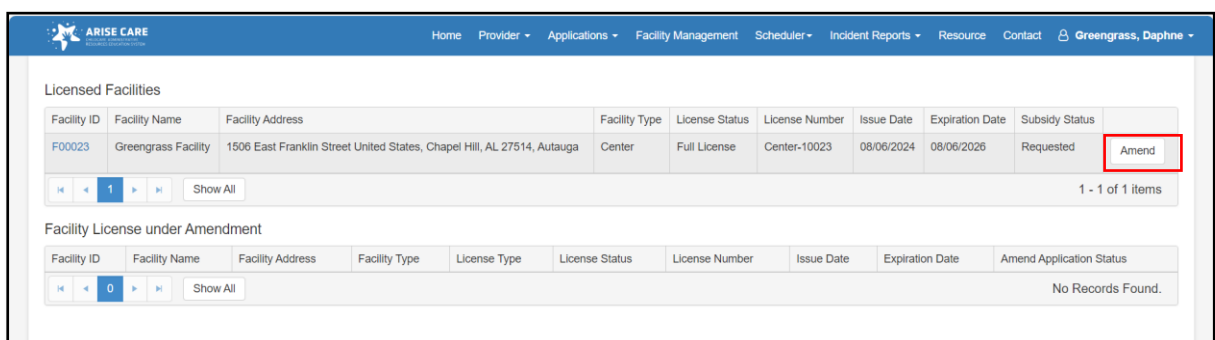
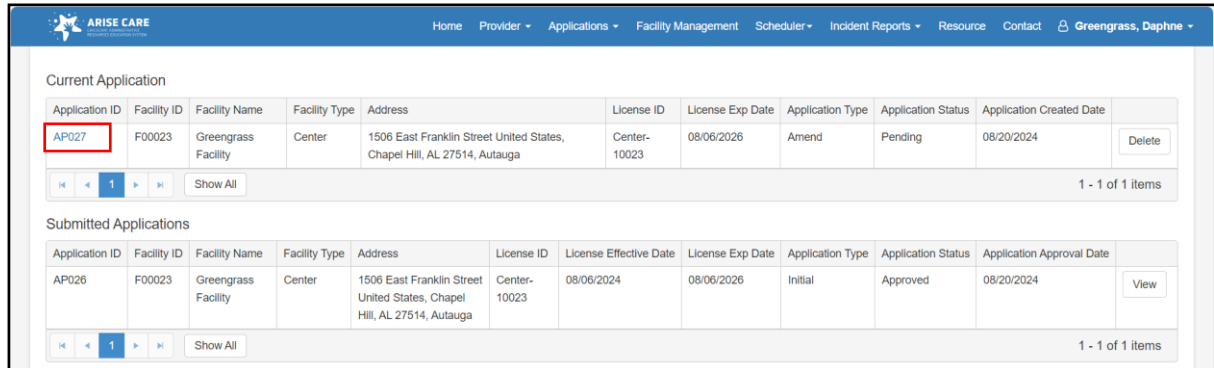


Figure 8: License Status Page

On this page, you will be able to see a grid of all facilities that have already been licensed or exempted. To proceed:

1. Identify the facility/application you wish to amend

- Click on the 'Amend' button at the extreme right of the identified record (refer to Figure 8)
- Clicking on 'OK' on the confirmation box that appears, to be directed to the following page:



Current Application

Application ID	Facility ID	Facility Name	Facility Type	Address	License ID	License Exp Date	Application Type	Application Status	Application Created Date	
AP027	F00023	Greengrass Facility	Center	1506 East Franklin Street United States, Chapel Hill, AL 27514, Autauga	Center-10023	08/06/2026	Amend	Pending	08/20/2024	Delete

1 - 1 of 1 items

Submitted Applications

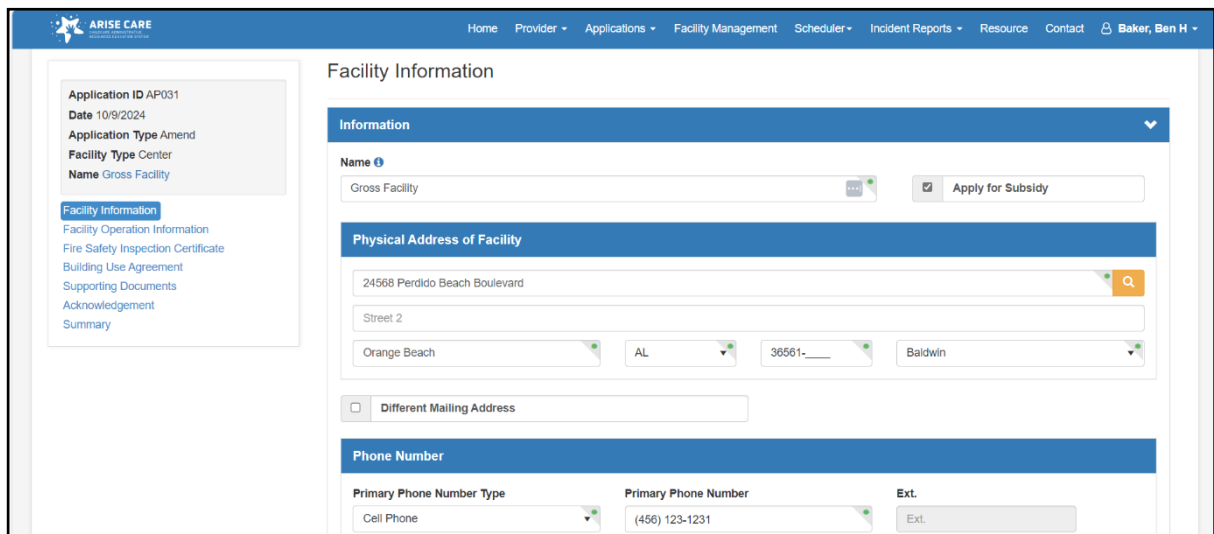
Application ID	Facility ID	Facility Name	Facility Type	Address	License ID	License Effective Date	License Exp Date	Application Type	Application Status	Application Approval Date	
AP026	F00023	Greengrass Facility	Center	1506 East Franklin Street United States, Chapel Hill, AL 27514, Autauga	Center-10023	08/06/2024	08/06/2026	Initial	Approved	08/20/2024	View

1 - 1 of 1 items

Figure 9: Application Page

On this page, notice that the facility application you wished to amend is now visible in the current applications grid. To proceed:

- Click on the application ID to be directed to the following page:



Application ID AP031
Date 10/9/2024
Application Type Amend
Facility Type Center
Name Gross Facility

Facility Information

- Facility Operation Information
- Fire Safety Inspection Certificate
- Building Use Agreement
- Supporting Documents
- Acknowledgement
- Summary

Facility Information

Information

Name
 Gross Facility ☐ Apply for Subsidy

Physical Address of Facility

24568 Perdido Beach Boulevard
 Street 2
 Orange Beach AL 36561-____ Baldwin

☐ Different Mailing Address

Phone Number

Primary Phone Number Type Cell Phone **Primary Phone Number** (456) 123-1231 **Ext.** Ext.

Figure 10: Amend Application – Facility Information

On this page:

- Review the pre-filled Facility Information (taken from your initial facility application)
- Update the fields that require change (if required)
- Click on "Save" to save your progress

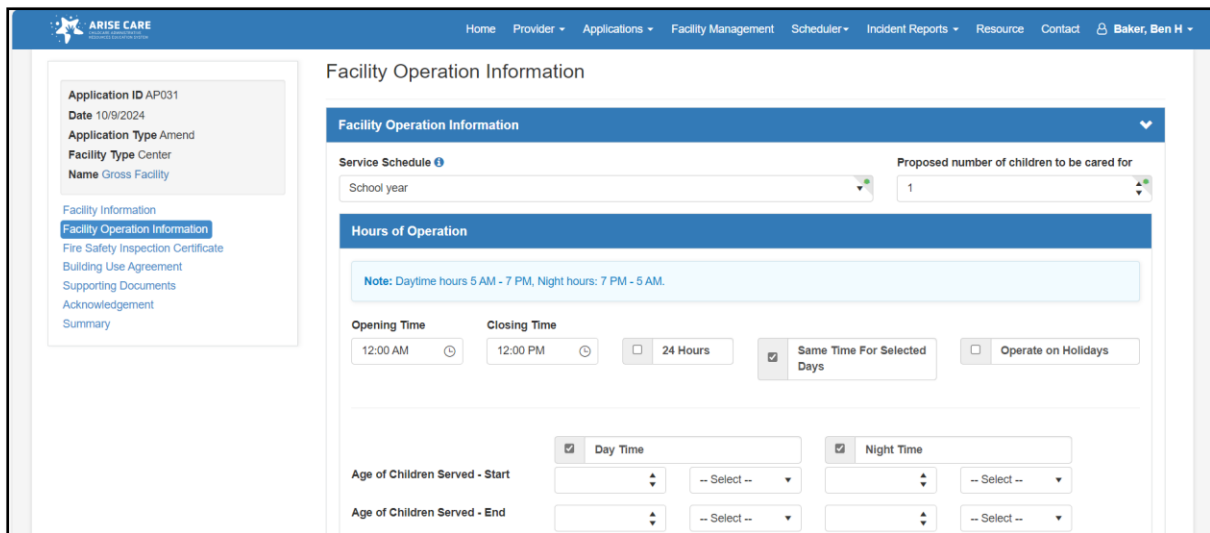
To proceed:

- Click on "Continue"

OR

Use the navigation pane on the left to move to the next section – Facility Operation Information

This action will direct you to the following page:



Application ID AP031
Date 10/9/2024
Application Type Amend
Facility Type Center
Name Gross Facility

Facility Information
Facility Operation Information
 Fire Safety Inspection Certificate
 Building Use Agreement
 Supporting Documents
 Acknowledgement
 Summary

Facility Operation Information

Service Schedule
 School year: [Dropdown] Proposed number of children to be cared for: 1

Hours of Operation

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

Opening Time 12:00 AM **Closing Time** 12:00 PM ☐ 24 Hours ☒ Same Time For Selected Days ☐ Operate on Holidays

Age of Children Served - Start [Dropdown] **Age of Children Served - End** [Dropdown]

Figure 11: Amend Application – Facility Operation Information

On this page:

1. Review the pre-filled Facility Operation Information (taken from your initial facility application)
2. Update the fields that require change (if required)
3. Click on “Save” to save your progress

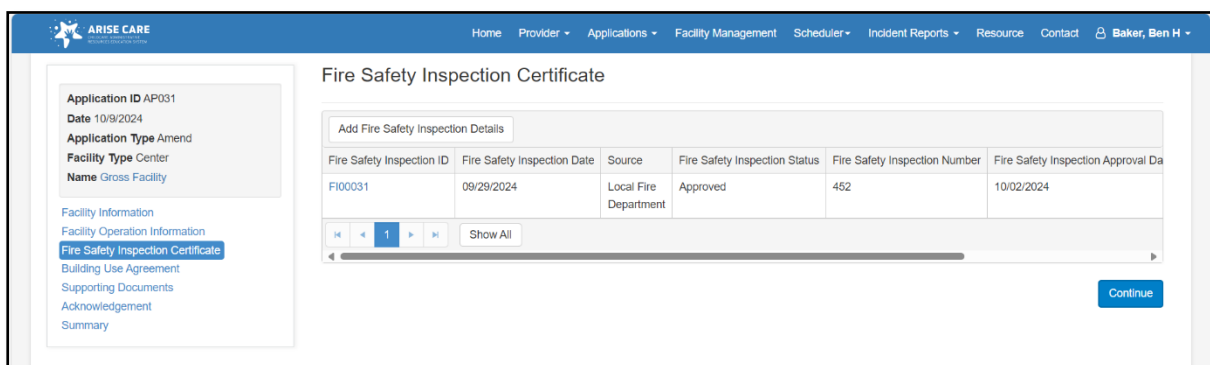
To proceed:

4. Click on “Continue”

OR

Use the navigation pane on the left to move to the next section – Fire Safety Inspection Certificate

This action will direct you to the following page:



Application ID AP031
Date 10/9/2024
Application Type Amend
Facility Type Center
Name Gross Facility

Facility Information
Facility Operation Information
Fire Safety Inspection Certificate
 Building Use Agreement
 Supporting Documents
 Acknowledgement
 Summary

Fire Safety Inspection Certificate

Add Fire Safety Inspection Details

Fire Safety Inspection ID	Fire Safety Inspection Date	Source	Fire Safety Inspection Status	Fire Safety Inspection Number	Fire Safety Inspection Approval Date
FI00031	09/29/2024	Local Fire Department	Approved	452	10/02/2024

Continue

Figure 12: Amend Application – Fire Safety Inspection Certificate

On this page:

1. Click on the existing Fire Safety Inspection ID to review the pre-filled Fire Safety Inspection Certificate Information (taken from your initial facility application)
2. Update the fields that require change (if required)
3. Re-upload the updated document (if required)
4. Click on “Save” to save your progress

OR

1. Click on "Add Fire Safety Inspection Details" to add new fire safety inspection details
2. Fill in all mandatory fields (marked with a red asterisk on the top right corner)
3. Upload the required document
4. Click on "Save" to save your details

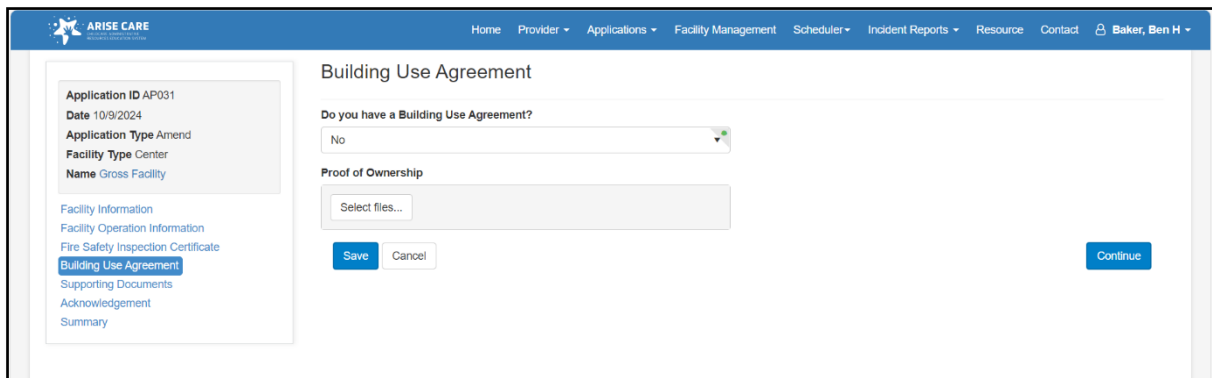
To proceed:

5. Click on "Continue"

OR

Use the navigation pane on the left to move to the next section – Building Use Agreement

This action will direct you to the following page:



The screenshot shows the 'Building Use Agreement' page in the ARISE CARE Provider Portal. The left navigation pane lists sections: Facility Information, Facility Operation Information, Fire Safety Inspection Certificate, Building Use Agreement (highlighted), Supporting Documents, Acknowledgement, and Summary. The main content area has a header 'Building Use Agreement' and a form titled 'Do you have a Building Use Agreement?' with a dropdown menu set to 'No'. Below this is a 'Proof of Ownership' section with a 'Select files...' button. At the bottom are 'Save', 'Cancel', and 'Continue' buttons. The top navigation bar includes links for Home, Provider, Applications, Facility Management, Scheduler, Incident Reports, Resource, Contact, and a user profile for Baker, Ben H.

Figure 13: Amend Application – Building Use Agreement

On this page:

1. Review the pre-filled Building Use Agreement Information (taken from your initial facility application)
2. Update the fields that require change (if required)
3. Re-upload the updated document (if required)
4. Click on "Save" to save your progress

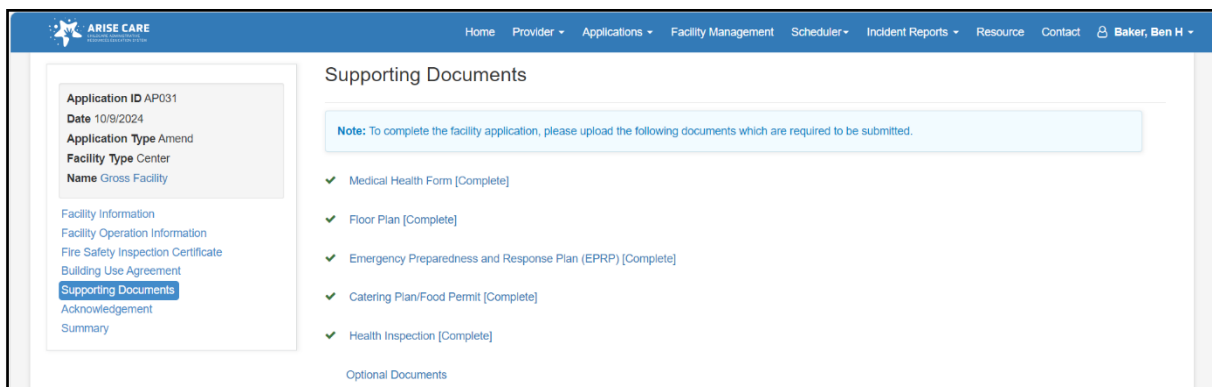
To proceed:

5. Click on "Continue"

OR

Use the navigation pane on the left to move to the next section – Supporting Documents

This action will direct you to the following page:



The screenshot shows the 'Supporting Documents' page in the ARISE CARE Provider Portal. The left navigation pane is the same as in Figure 13, with 'Supporting Documents' highlighted. The main content area has a header 'Supporting Documents' and a blue note box stating: 'Note: To complete the facility application, please upload the following documents which are required to be submitted.' Below the note is a list of required documents, each with a green checkmark and the word '[Complete]': Medical Health Form, Floor Plan, Emergency Preparedness and Response Plan (EPRP), Catering Plan/Food Permit, and Health Inspection. At the bottom, there is a section for 'Optional Documents'. The top navigation bar is identical to the previous screenshot.

Figure 14: Amend Application – Supporting Documents

On this page:

1. Re-upload any updated documents (if required)
2. Click on "Save" to save your progress

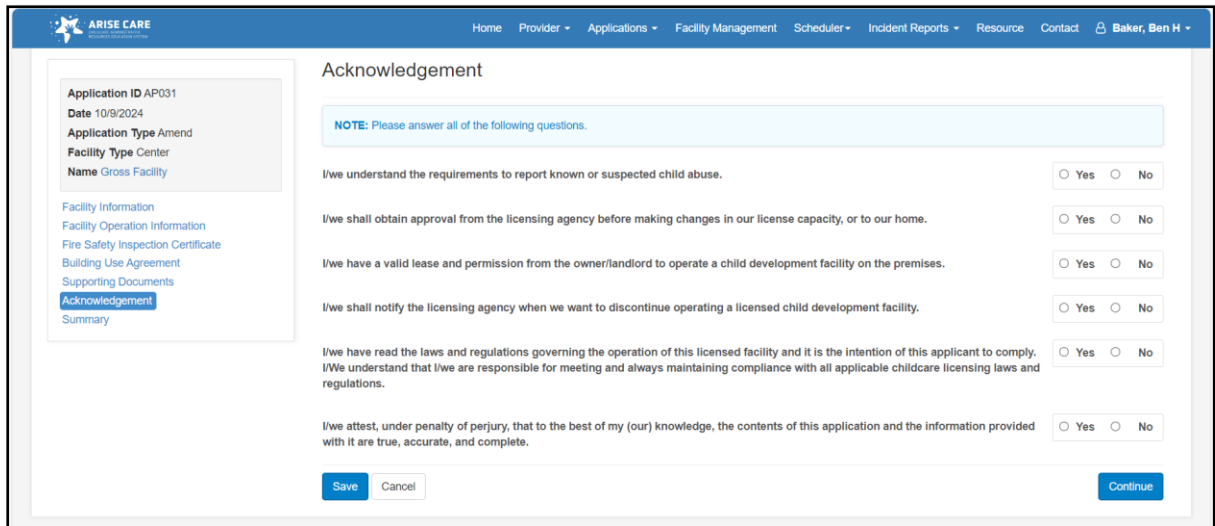
To proceed:

3. Click on "Continue"

OR

Use the navigation pane on the left to move to the next section – Acknowledgement

This action will lead you to the following page:



The screenshot shows the ARISE CARE Acknowledgement page. On the left is a navigation pane with the following items: Application ID AP031, Date 10/9/2024, Application Type Amend, Facility Type Center, Name Gross Facility, Facility Information, Facility Operation Information, Fire Safety Inspection Certificate, Building Use Agreement, Supporting Documents, Acknowledgement (highlighted), and Summary. The main content area is titled "Acknowledgement" and contains a note: "NOTE: Please answer all of the following questions." Below the note are six statements, each with "Yes" and "No" radio button options:

- I/we understand the requirements to report known or suspected child abuse.
- I/we shall obtain approval from the licensing agency before making changes in our license capacity, or to our home.
- I/we have a valid lease and permission from the owner/landlord to operate a child development facility on the premises.
- I/we shall notify the licensing agency when we want to discontinue operating a licensed child development facility.
- 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.

At the bottom, there is a statement: "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." Below this statement are "Save" and "Cancel" buttons on the left, and a "Continue" button on the right.

Figure 15: Amend Application – Acknowledgement

On this page:

1. Respond to the statements provided by selecting "Yes" or "No"
2. Provide explanations in the mandatory text boxes that may appear based on your responses (if required)
3. Click on "Save" to save your progress

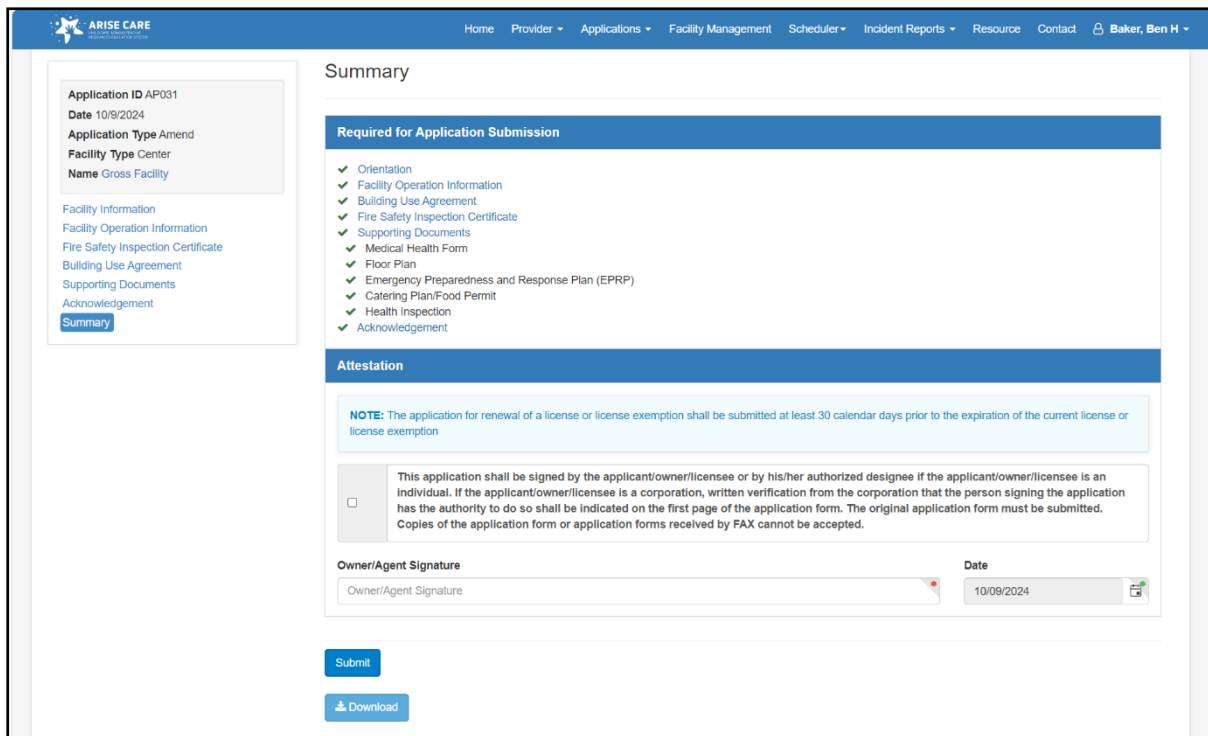
To proceed:

4. Click on "Continue"

OR

Use the navigation pane on the left to move to the next section – Summary

This action will lead you to the following page:



The screenshot shows the 'Summary' page of an application amendment in the ARISE Provider Portal. The page has a blue header with the ARISE CARE logo and navigation links: Home, Provider, Applications, Facility Management, Scheduler, Incident Reports, Resource, Contact, and a user profile for Baker, Ben H. On the left, a sidebar lists application details: Application ID AP031, Date 10/9/2024, Application Type Amend, Facility Type Center, and Name Gross Facility. Below this is a list of links for Facility Information, including Facility Operation Information, Fire Safety Inspection Certificate, Building Use Agreement, Supporting Documents, Acknowledgement, and Summary (which is highlighted). The main content area is titled 'Summary' and contains two sections: 'Required for Application Submission' and 'Attestation'. The 'Required for Application Submission' section lists ten items, each with a green checkmark: Orientation, Facility Operation Information, Building Use Agreement, Fire Safety Inspection Certificate, Supporting Documents, Medical Health Form, Floor Plan, Emergency Preparedness and Response Plan (EPRP), Catering Plan/Food Permit, Health Inspection, and Acknowledgement. The 'Attestation' section includes a note about the 30-day submission deadline and a checkbox for signing the application. Below the checkbox is a text box for the Owner/Agent Signature and a date field set to 10/09/2024. At the bottom, there are 'Submit' and 'Download' buttons.

Figure 16: Amend Application – Summary

On this page:

1. Review the checklist to ensure that all items have been completed (reflect green ticks)
2. In case there is a pending item (with a red cross), navigate to the required section by clicking on the link and complete the pending information (if required)
3. Select the attestation checkbox
4. Add your signature
5. Review the date
6. Click on submit

Congratulations! You have successfully submitted your amended application on the Arise Provider Portal!

Following this, your application will be reviewed and approved in the same way that your initial application was further processed.

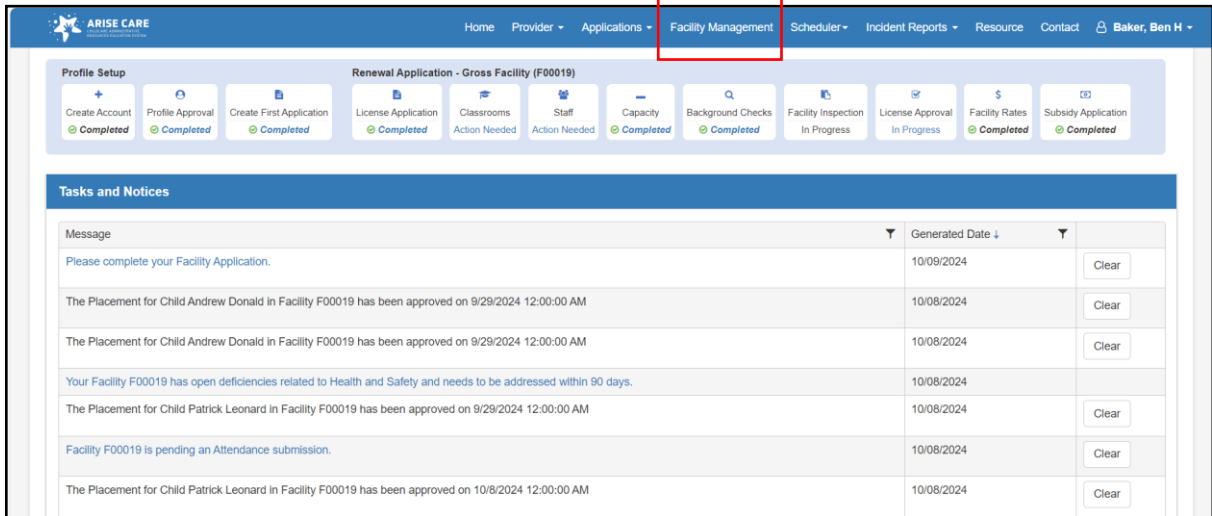
3) How to Amend Facility Management Information?

As a licensed/exempt provider, in case there is a situation where there is a change in information/circumstance regarding the management of your facility, these changes can be updated on the Arise Provider Portal by amending the information available in the Facility Management module. For instance, if there is a change in the number of private pay children enrolled at your facility, or if there is a change in staff members, these details can be updated in the Facility Management Module.

The following is a quick step-by-step guide to amending your Facility Management details on the Arise Provider Portal, as a licensed or license exempt provider!

To update your facility management details:

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

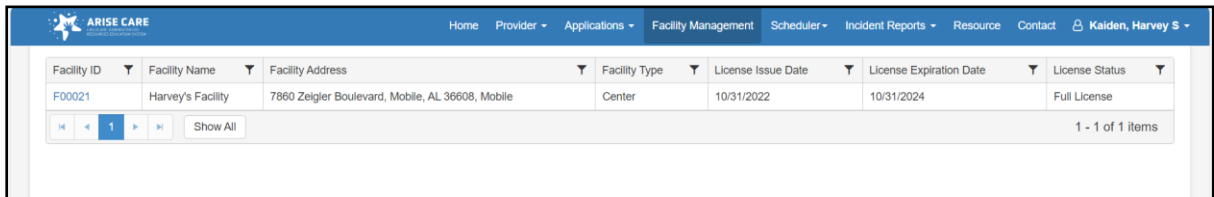


The screenshot shows the ARISE CARE Provider Portal Dashboard. The top navigation bar includes links for Home, Provider, Applications, **Facility Management** (highlighted with a red box), Scheduler, Incident Reports, Resource, Contact, and a user profile for Baker, Ben H. Below the navigation bar, there are two rows of application status cards. The first row includes 'Create Account' (Completed), 'Profile Approval' (Completed), and 'Create First Application' (Completed). The second row includes 'License Application' (Completed), 'Classrooms' (Action Needed), 'Staff' (Action Needed), 'Capacity' (Completed), 'Background Checks' (Completed), 'Facility Inspection' (In Progress), 'License Approval' (In Progress), 'Facility Rates' (Completed), and 'Subsidy Application' (Completed). Below these cards is a 'Tasks and Notices' section with a table of messages.

Message	Generated Date	
Please complete your Facility Application.	10/09/2024	Clear
The Placement for Child Andrew Donald in Facility F00019 has been approved on 9/29/2024 12:00:00 AM	10/08/2024	Clear
The Placement for Child Andrew Donald in Facility F00019 has been approved on 9/29/2024 12:00:00 AM	10/08/2024	Clear
Your Facility F00019 has open deficiencies related to Health and Safety and needs to be addressed within 90 days.	10/08/2024	
The Placement for Child Patrick Leonard in Facility F00019 has been approved on 9/29/2024 12:00:00 AM	10/08/2024	Clear
Facility F00019 is pending an Attendance submission.	10/08/2024	Clear
The Placement for Child Patrick Leonard in Facility F00019 has been approved on 10/8/2024 12:00:00 AM	10/08/2024	Clear

Figure 17: Provider Portal Dashboard

2. Click on the Facility Management Module to access the following page:




The screenshot shows the ARISE CARE Facility Management Module. The top navigation bar is the same as in Figure 17. Below the navigation bar is a table with facility details.

Facility ID	Facility Name	Facility Address	Facility Type	License Issue Date	License Expiration Date	License Status
F00021	Harvey's Facility	7860 Zeigler Boulevard, Mobile, AL 36608, Mobile	Center	10/31/2022	10/31/2024	Full License

Below the table is a pagination control showing '1' of 1 items and a 'Show All' button.

Figure 18: Facility Management Module

3. Click on the Facility ID to be directed to the following page:



[Home](#)
[Provider](#)
[Applications](#)
[Facility Management](#)
[Scheduler](#)
[Incident Reports](#)
[Resource](#)
[Contact](#)
[Kaiden, Harvey S](#)

Facility Harvey's Facility
Facility ID F00021
Facility Type Center
License Type Full License
License Status Active
License Number Center-10021

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](#)
 Subsidy Enrollments
 Facility QR Code
 Attendance
 Payments
 Rates
 Incident and Complaints
 Received Documents

Initial Application

License Application

Classrooms

Staff

Capacity

Background Checks

Facility Inspection

License Approval

Facility Rates

Subsidy Application

Completed

Action Needed

Action Needed

Completed

Completed

Completed

Completed

Completed

Completed

Facility Details

Information

Facility Name	Facility ID	License ID
Harvey's Facility	F00021	Center-10021
Facility Address	Fax Number	Facility Tier
7860 Zeigler Boulevard, Mobile, AL 36608, Mobile	(432) 132-1321	
Mailing Address		
Facility Email		
jack@dtl-us.com		
Primary Phone Number Type	Primary Phone Number	Ext.
Cell Phone	(432) 132-1212	
Alternate Phone Number Type	Alternate Phone Number	Ext.
Work	(221) 231-2313	4566

Point of Contact

Full Name	
Kaiden Harvey S	
Contact Type	Date Of Birth
Provider - Licensee	2/3/2002
Gender	Email
M	Harvey@sharklasers.com

Staff Details

Staff Name	Staff Type
Kaiden, Harvey S	Licensee
Liberty, Jimon K	Assistant Teacher

1

Show All

1 - 2 of 2 items

Uploaded Documents

Staff Name	Document Name
Kaiden, Harvey S	
Liberty, Jimon K	

1

Show All

1 - 2 of 2 items

[Back To Facilities](#)

Figure 19: Facility Details Page

On this page:

Use the navigation pane on the left to navigate to the different sections where you will be able to amend your facility management information.

The following sections may be amended:

a) Facility Closures

To amend Facility Closures:

- Click on the Facility Closures section on the navigation pane (refer to Figure 19) to view the following screen:

Facility Closures/Holidays

Add Closure

Closure Reason/Holiday Name		
Birthday	10/9/2024 - 10/10/2024	Delete Edit

1
Show All
1 - 1 of 1 items

Figure 20: Facility Closures

- Click on the "Edit" button on the extreme right of the grid to edit an existing closure

OR

Click on the "Delete" button on the extreme right of the grid to delete an existing closure

OR

- Click on the "Add Closure" button to add a new closure
- Add mandatory closure details
- Click on "Update" to save your information

b) Classroom

To amend Classroom Details:

- Click on the Classroom section on the navigation pane (refer to Figure 19) to view to the following page:

Classroom

Add New Classroom

ID	Class Name	Care Level	Teacher	Assistant Teacher	
C00020	Harvey Class	Infant			Delete

1
Show All
1 - 1 of 1 items

☐ All classrooms have been added.

Figure 21: Classroom Details

- Click on the existing Classroom ID to review the existing classroom details
- Update the fields that require change (if required)
- Click on "Save" to save your progress

OR

- Click on the "Add New Classroom" button to add a new classroom
- Fill in all mandatory fields (marked with a red asterisk on the top right corner)

- Click on "Save" to save your details

c) Accreditations

To amend Accreditations:

- Click on the Accreditations section on the navigation pane (refer to Figure 19) to view the following screen:

Accreditations					
Add Accreditation					
Accreditation Name	Number	Start Date ↓	Expiration Date ↓	Is Verified	
Child Development Associate	5	01/01/2024	01/01/2025	<input checked="" type="checkbox"/>	<div>Edit</div> <div>Delete</div>
<div> <div>1</div> <div>Show All</div> </div> <div>1 - 1 of 1 items</div>					

Figure 22: Accreditations

- Click on the "Edit" button on the extreme right of the grid to edit an existing accreditation

OR

Click on the "Delete" button on the extreme right of the grid to delete an existing accreditation

OR

- Click on the "Add Accreditation" button to add a new accreditation
- Add mandatory accreditation details
- Click on "Update" to save your information

d) Staff Management

To amend Staff Management details:

- Click on the Staff Management section on the navigation pane (refer to Figure 19) to be view the following grid:

Staff Management

Add New Staff

Staff ID	Name	Staff Type	Date Of Birth	Date Of Hire	Separation Date	Phone/Email	Clearance	
S00027	Kaiden, Harvey S	Licensee	02/03/2002	10/07/2024		(432) 132-1212		Delete
S00028	Liberty, Jimon K	Assistant Teacher	02/03/2002	01/01/2024		(423) 121-2121 jack@citi-us.com		Delete

1
Show All
1 - 2 of 2 items

☐ All staff have been added.

Figure 23: Staff Management

- Click on the existing Staff ID to review the existing Staff details
- Update the fields that require change (if required)
- Click on "Save" to save your progress

OR

- Click on the "Add New Staff" button to add a new staff member
- Fill in all mandatory fields (marked with a red asterisk on the top right corner)
- Click on "Save" to save your details

e) Child(ren) Enrollment

To amend Private Pay children's details:

- Click on the Child(ren) Enrollment section on the navigation pane (refer to Figure 19) to view the following screen:

Child(ren) Enrollment

NOTE: This screen displays the children enrolled in this facility for both subsidy and Private Pay

Subsidized

Child Name	Parent / Guardian Name	Placement Begin Date	Placement End Date
No Subsidized Children Found			

Private Pay

Add New Child

Child ID	Child Name	Age (Yrs)	Program Type
No Children Record Found.			

Figure 24: Child(ren) Enrollment

On this page:

1. Click on the existing Child ID to review the existing child's details
2. Update the fields that require change (if required)
3. Click on "Save" to save your progress

OR

4. Click on the "Add New Child" button to add a new child
5. Fill in all mandatory fields (marked with a red asterisk on the top right corner)
6. Click on "Save" to save your details

f) Rates

To amend Facility Rates:

1. Expand the Subsidy section on the navigation pane (refer to Figure 19) to view the Subsidy menu options
2. Click on the Rates section to view the following grid:

Rates	
Create New Rate Set	
Effective Date	Status
1/31/2024	Approved
<div> ⏪ ⏩ 1 Show All </div>	
1 - 1 of 1 items	

Figure 25: Rates

Note: You will not be able to amend an existing rate set once it has been submitted

To create a new rate set:

1. Click on the "Create New Rate Set" button
2. Fill in all mandatory fields (marked by a red asterisk on the top right corner)
3. Click on "Save" to save your updated rate set
4. Click on "Submit" to submit your new rate set

The rate set will now be reviewed and approved before it is made effective.