



Provider Portal User Guide

Provider Portal User Guide

DPHHS and Northrop Grumman

EARLY CHILDHOOD SERVICES BUREAU BEST BEGINNINGS PROVIDER PORTAL USER GUIDE

Contents

INTRODUCTION	3
NAVIGATION TIPS	3
SIGNING ON	4
REQUESTING A NEW PASSWORD	6
CHANGING YOUR PASSWORD	8
ENTERING/UPDATING E-MAIL ADDRESSES	9
VIEWING/UPDATING STAFF ACCESS - DIRECTORS ONLY	18
COMPLETING PROVIDER RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY	21
VIEWING COMPLETED RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY	25
VIEWING INVOICES	28
SEARCHING INVOICES & SOPs	31
WORKING AN INVOICE	35
UNSUBMITTING AN INVOICE	41
INVOICE SUMMARY PAGE FEATURES	47
INVOICES & SOPs PAGE FEATURES	49
VIEWING STATEMENT OF REMITTANCE/ARCHIVED DOCUMENTS	50
VIEWING EXPLANATION OF INVOICE STATUSES DOCUMENT	53
VIEWING PAYMENT INFORMATION DOCUMENT	54
LOGGING OUT	55



INTRODUCTION

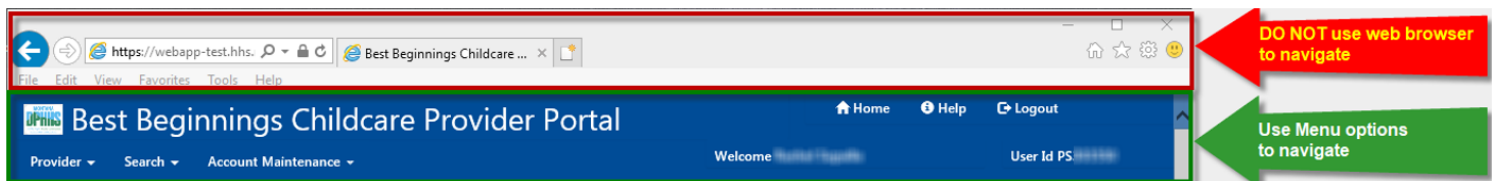
This guide was created for childcare providers to explain and demonstrate the common tasks you can perform on the Early Childhood Services Best Beginnings Child Care Provider Portal.

Tasks that can be performed in the Provider Portal are as follows:

1. Change your Provider Portal Password
2. Change your Provider Portal Email
3. Provider Rights and Responsibilities
 - Sign the Rights and Responsibilities if you are taking Best Beginnings Child Care Scholarship Children
 - View the Rights and Responsibilities document once it has been signed
4. Online Invoicing
 - Decide to participate in online invoicing
 - Decide to no longer participate in online invoicing
5. Search for, View and Submit invoices online *(Must be participating in online Invoicing)*
6. Search for and View Statement of Payment (SOP) online *(Must be participating in online Invoicing)*
7. Sign up to receive email alerts when: *(Must be participating in online Invoicing)*
 - The submittal period for an invoice will expire in 15 days.
 - A child's authorization for coverage will expire in 15 days.
 - A child's authorization for coverage will expire in 3 business days.
8. Assign staff the ability to:
 - View Invoices and the status of invoices
 - Enter attendance details on Invoices *(ONLY DIRECTORS can submit invoices)*
 - View Statements of Payment *(SOPs)*

NAVIGATION TIPS

1. Do NOT use the Web Browser to Navigate
 - This includes the Forward  and Back  Buttons
2. Use the Menu selections in the Portal to Navigate
 - Provider
 - Search
 - Account Maintenance
 - Home
 - Help
 - Logout



SIGNING ON

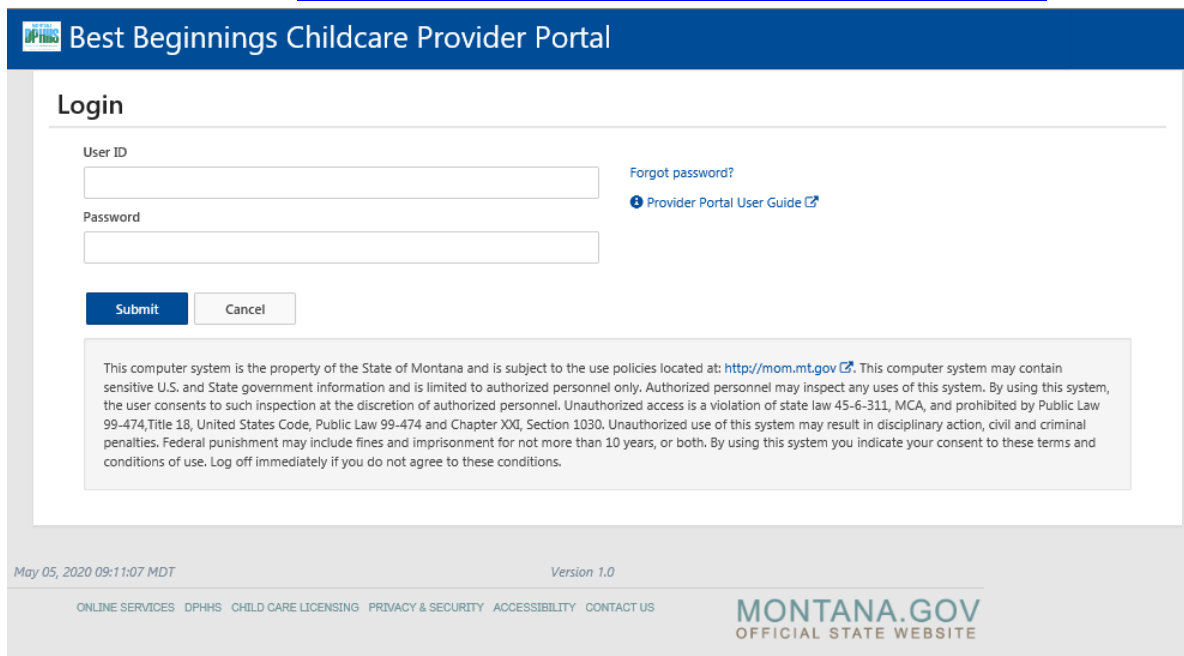
Follow the steps below to get a sign on to the provider portal

1. Open your web browser (i.e. Internet Explorer).



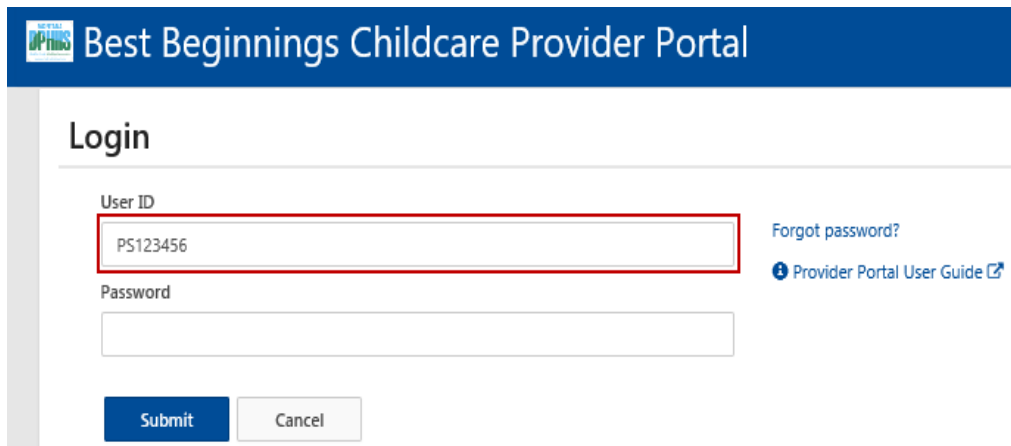
2. Access the Best Beginnings Provider Portal:

- The URL is located at <https://webapp.hhs.mt.gov/CCUBSProviderPortal/>



The screenshot shows the login page for the Best Beginnings Childcare Provider Portal. The page has a blue header with the logo and title. Below the header is a 'Login' section with two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field are links for 'Forgot password?' and 'Provider Portal User Guide'. Below the input fields are 'Submit' and 'Cancel' buttons. A large text box contains a disclaimer about the system's ownership and use policies. At the bottom, there is a footer with the date 'May 05, 2020 09:11:07 MDT', the version 'Version 1.0', and navigation links for 'ONLINE SERVICES', 'DPHHS', 'CHILD CARE LICENSING', 'PRIVACY & SECURITY', 'ACCESSIBILITY', and 'CONTACT US'. The Montana State Government logo is also present.

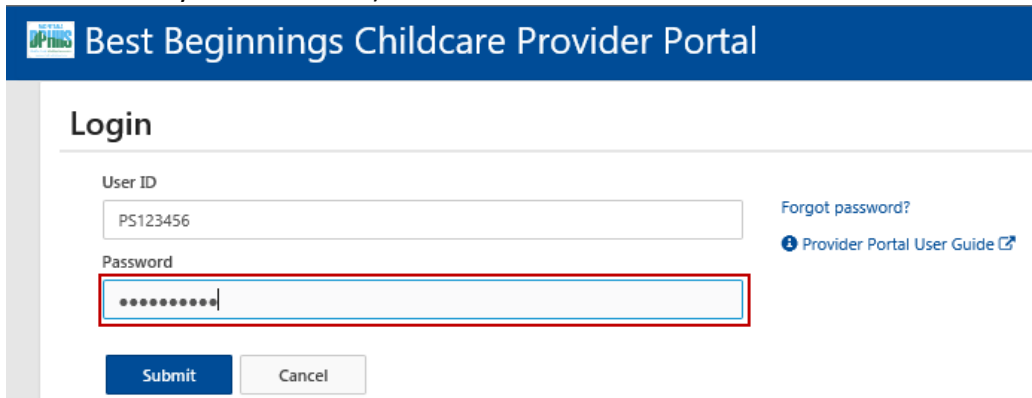
3. Type your PS number in the Username field.



This screenshot is similar to the previous one, but the 'User ID' input field is highlighted with a red border and contains the text 'PS123456'. The rest of the page, including the 'Password' field, 'Submit' and 'Cancel' buttons, and the footer, remains the same.

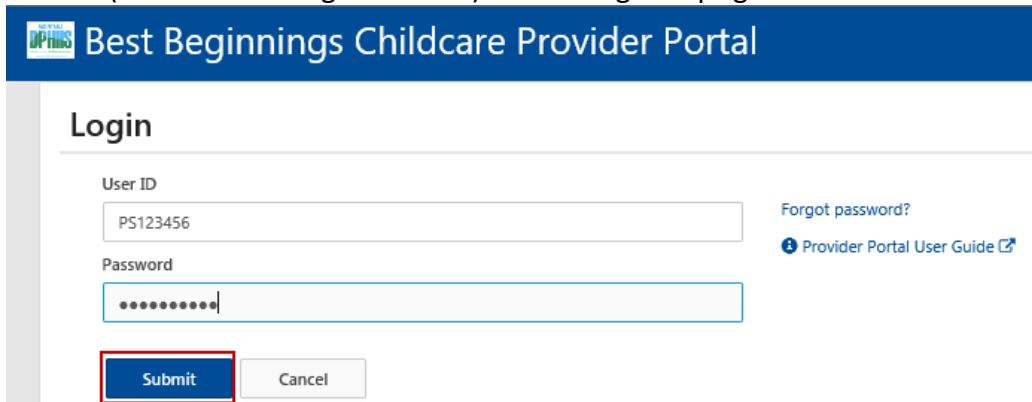
4. Type your password in the Password field.

Note: Check the “Unmask this password” checkbox to cause the characters to display on the webpage after you typed them, as shown below, to verify they are correct.)



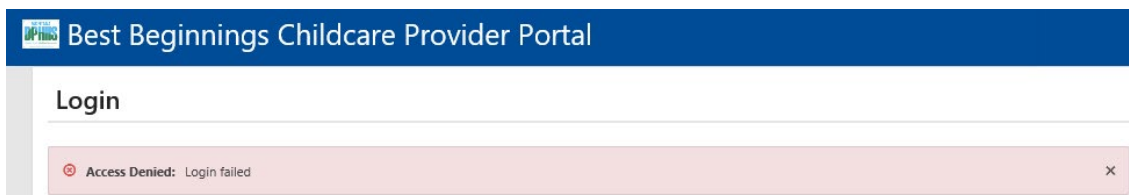
The screenshot shows the login page for the Best Beginnings Childcare Provider Portal. The page has a blue header with the logo and title. Below the header is a 'Login' section. It contains two input fields: 'User ID' with the value 'PS123456' and 'Password' with masked characters. To the right of the password field is a red border. Below the fields are 'Submit' and 'Cancel' buttons. There are also links for 'Forgot password?' and 'Provider Portal User Guide'.

5. Press Enter (or click the Login button) on the Sign In page.



The screenshot shows the login page for the Best Beginnings Childcare Provider Portal. The page has a blue header with the logo and title. Below the header is a 'Login' section. It contains two input fields: 'User ID' with the value 'PS123456' and 'Password' with masked characters. Below the fields are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red border. There are also links for 'Forgot password?' and 'Provider Portal User Guide'.

If incorrect login information is entered, this message will display.



The screenshot shows the login page for the Best Beginnings Childcare Provider Portal. The page has a blue header with the logo and title. Below the header is a 'Login' section. A red error message is displayed at the bottom: 'Access Denied: Login failed'. There is a close button (X) on the right side of the message.

REQUESTING A NEW PASSWORD

How will you get your new password?

- **By Email:** If you have a Provider Portal email address on file with the Child Care Resource and Referral (CCR&R) a new password will be emailed to you. You should receive your new password within 30 minutes. Check your JUNK or SPAM box.
- **By Postal Mail:** If you do not have a Provider Portal Email address on file with the Child Care Resource and Referral (CCR&R) a new password will be mailed to you through the postal service. This may take a couple of days
- **UNSURE?** If you are unsure if you have a Provider Portal Email on file please call your CCR&R and ask if you have a Provider Portal Email address on file.

If you do not you can ask them to add a Provider Portal email address.

You can also verify what Provider Portal email address they have and update it if needed.

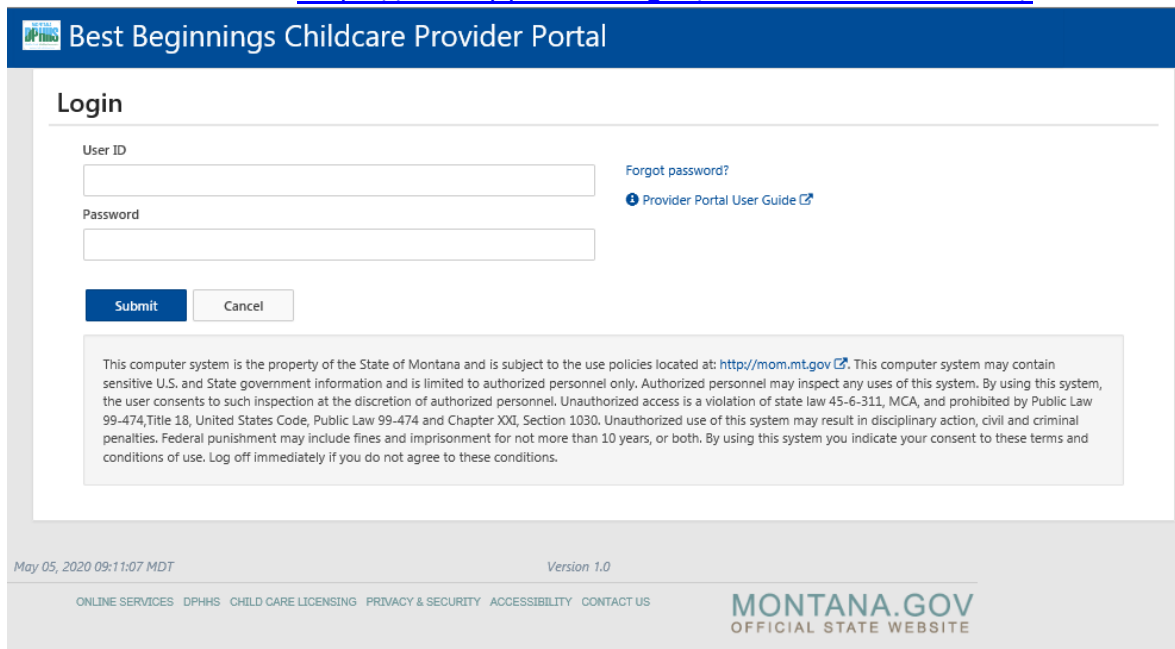
Follow these steps to get a new password.

1. Open your web browser (i.e. Internet Explorer).



2. Access the Best Beginnings Provider Portal:

- The URL is located at <https://webapp.hhs.mt.gov/CCUBSProviderPortal/>



The screenshot shows the login page for the Best Beginnings Childcare Provider Portal. The page has a blue header with the text "Best Beginnings Childcare Provider Portal". Below the header is a "Login" section with two input fields: "User ID" and "Password". To the right of the "User ID" field is a link for "Forgot password?". Below the "Password" field is a link for "Provider Portal User Guide". There are two buttons: "Submit" and "Cancel". Below the login fields is a disclaimer box with the following text: "This computer system is the property of the State of Montana and is subject to the use policies located at: <http://mom.mt.gov>. This computer system may contain sensitive U.S. and State government information and is limited to authorized personnel only. Authorized personnel may inspect any uses of this system. By using this system, the user consents to such inspection at the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and Chapter XXI, Section 1030. Unauthorized use of this system may result in disciplinary action, civil and criminal penalties. Federal punishment may include fines and imprisonment for not more than 10 years, or both. By using this system you indicate your consent to these terms and conditions of use. Log off immediately if you do not agree to these conditions." At the bottom of the page, there is a footer with the date "May 05, 2020 09:11:07 MDT", the version "Version 1.0", and a navigation menu with links for "ONLINE SERVICES", "DPHHS", "CHILD CARE LICENSING", "PRIVACY & SECURITY", "ACCESSIBILITY", and "CONTACT US". The Montana State Government logo is also present, with the text "MONTANA.GOV OFFICIAL STATE WEBSITE".

3. Click on the [Forgot Password?](#) link on the Sign In page.

Best Beginnings Childcare Provider Portal

Login

User ID
PS123456

Forgot password?

Provider Portal User Guide

Password
.....

Submit Cancel

4. Enter your Username (PS#) and your PV# (Provider Number)

Best Beginnings Childcare Provider Portal

Request Password

User ID
PS123456

Provider ID
PV234567

Request New Password Cancel

5. Click the Request New Password button.

6. Confirmation of New Password

- You will receive confirmation of your password being reset, and if it will be sent via email or postal mail (see above for how you will receive your password)

Best Beginnings Childcare Provider Portal

Request Password

Request was successful: A new user password will be created and sent to you.

Since you do have an email address entered for your account, your new password has been emailed to the address below, for your convenience.

Please note:
While your reset email has already been sent, not all user email applications refresh or update immediately. Please allow up to 30 minutes for delivery of your email. Also be aware, that some email applications may identify the system generated email as junk mail and redirect it to your Spam or Junk mail folder.

Return to Login Page

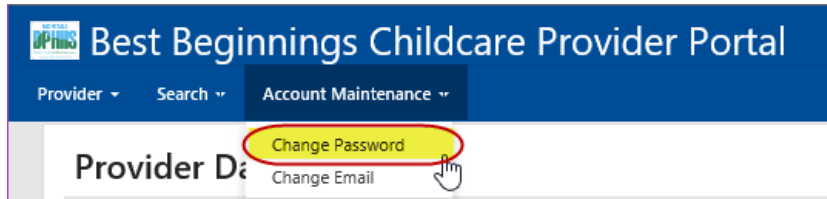
7. Look for an email if being sent that way

- Make sure to check your JUNK or SPAM folders

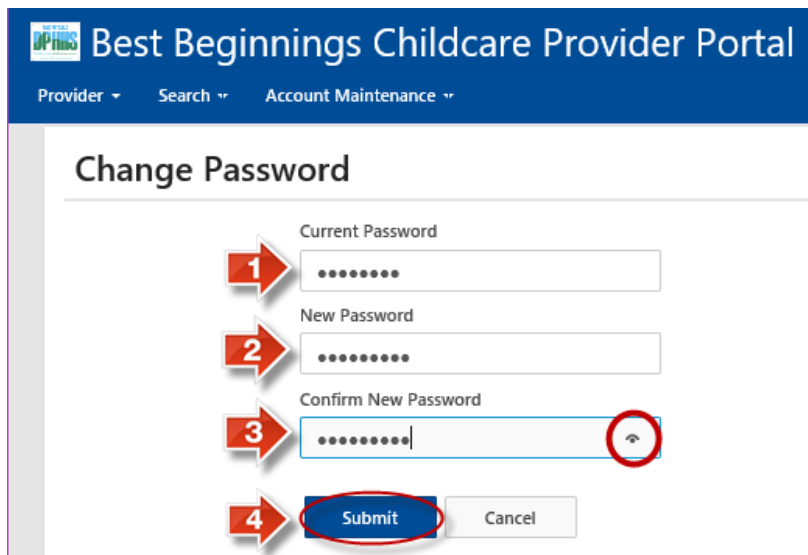
	From	To	Subject	Received	In Folder	Size	C
Today	noreply@web.hhs.mt.gov		Your New Provider Portal Pass...	Tue 5/5/2020 3:34 PM	Inbox	7 KB	

CHANGING YOUR PASSWORD

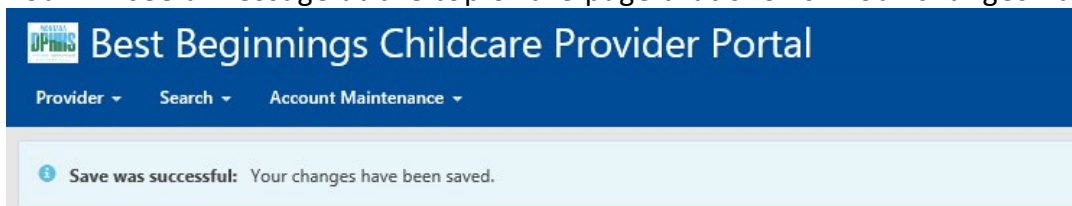
Click the Change Password/Email button, available at the top of pages such as the Provider List.



This window is displayed:

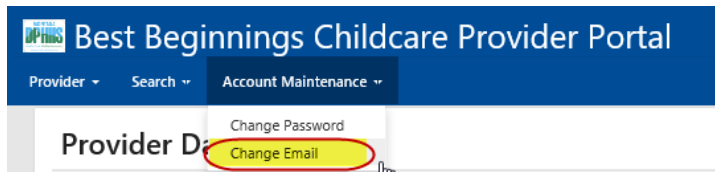
A screenshot of the 'Change Password' form. The form has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field is preceded by a red arrow with a number (1, 2, and 3 respectively). The 'Submit' button is circled in red and preceded by a red arrow with the number 4. A red circle highlights the eye icon in the 'Confirm New Password' field.

1. Click in the Current Password field and type your current password
2. Tab to (or click in) the New Password field and type your new password. Remember, passwords cannot include spaces.
3. Tab to (or click in) the Confirm New Password field and type your new password again.
4. Click the Submit button.
You will see a message at the top of the page that shows “Your changes have been saved.”



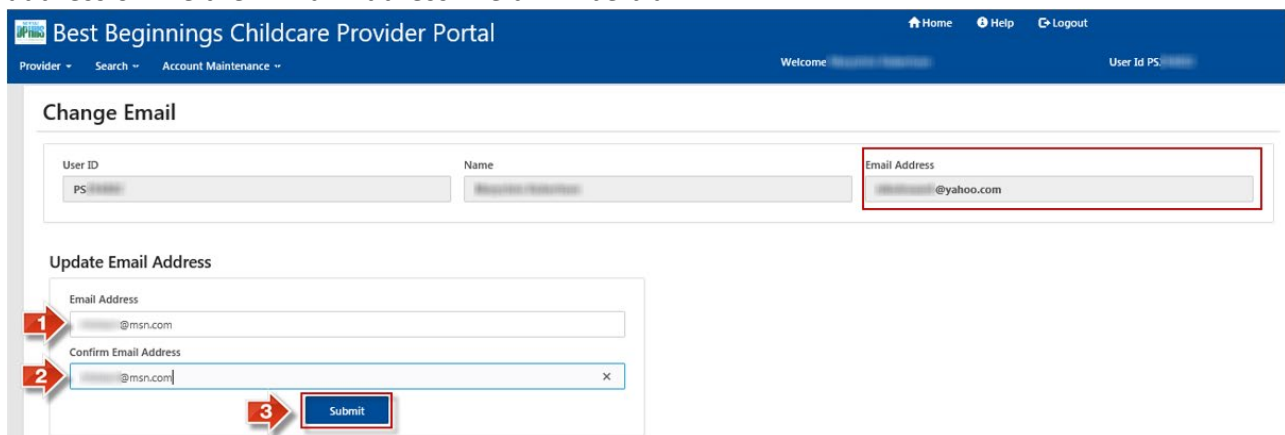
ENTERING/UPDATING E-MAIL ADDRESSES

On the Menu at the top of the page, select “Account Maintenance” then select “Change Password”

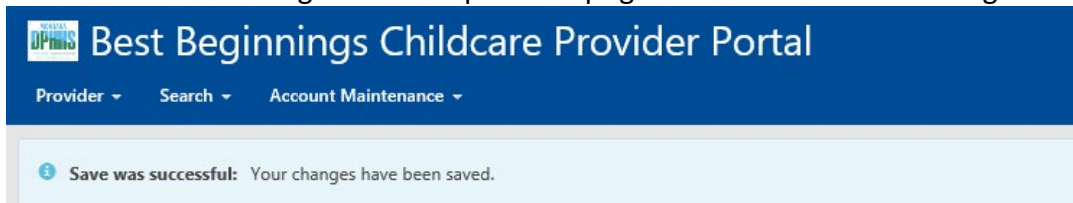


This window is displayed:

If the system has an email address for you, it will display in the “Email Address” field. If there is no email address on file the “Email Address” field will be blank

A screenshot of the 'Change Email' form in the Best Beginnings Childcare Provider Portal. The top navigation bar is blue with the logo on the left and 'Home', 'Help', and 'Logout' links on the right. The 'Account Maintenance' dropdown is open. The form has fields for 'User ID', 'Name', and 'Email Address'. Below, the 'Update Email Address' section has fields for 'Email Address' and 'Confirm Email Address', and a 'Submit' button. Red arrows and boxes indicate the steps for updating the email address.

1. In the Update Email Address section, click in the **Email Address** box and type your email address.
2. Tab to (or click in) the **Confirm Email Address** box and type your email address again.
3. Press Enter (or click the Submit button).
You will see a message at the top of the page that shows “Your changes have been saved.”



VIEWING/UPDATING ONLINE INVOICING PARTICIPATION - DIRECTORS ONLY

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below the navigation bar, the page title 'Best Beginnings Childcare Provider Portal' is displayed. The main content area is titled 'Welcome' and contains a section for 'Providers'. This section features a table with the following columns: 'Provider/Facility Name', 'Provider ID', and 'Status'. The table lists eight providers, each with a 'No Action Required' status. Below the table, it indicates 'Showing 1 to 8 of 8 entries'.

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV123456	No Action Required
Best Beginnings Childcare - Branch 1	PV123457	No Action Required
Best Beginnings Childcare - Branch 2	PV123458	No Action Required
Best Beginnings Childcare - Branch 3	PV123459	No Action Required
Best Beginnings Childcare - Branch 4	PV123460	No Action Required
Best Beginnings Childcare - Branch 5	PV123461	No Action Required
Best Beginnings Childcare - Branch 6	PV123462	No Action Required
Best Beginnings Childcare - Branch 7	PV123463	No Action Required

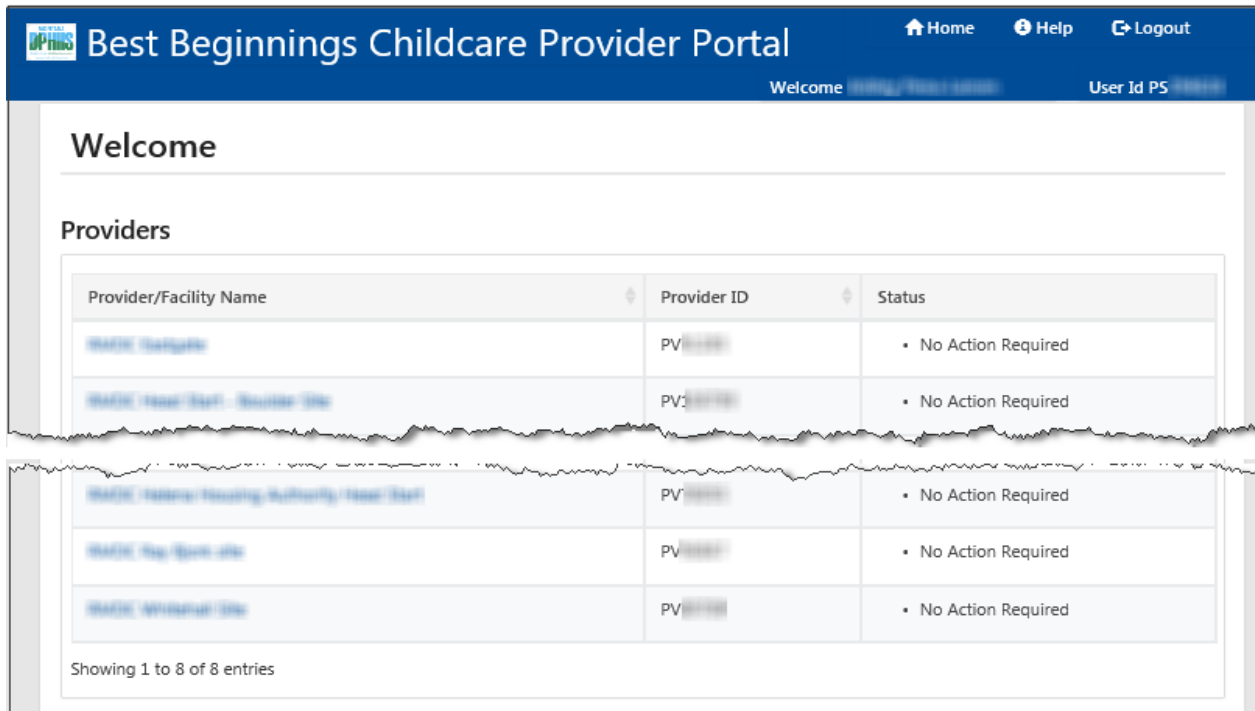
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The page title is 'Best Beginnings Childcare Provider Portal'. The main content area is titled 'Provider Dashboard'. It contains several sections: 'Provider Name' (Best Beginnings Child Care), 'Provider ID' (PV123456), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access'. Each section has a corresponding button to view or update the information.

1. **START HERE** If... You are the Director of **Multiple** Facilities.

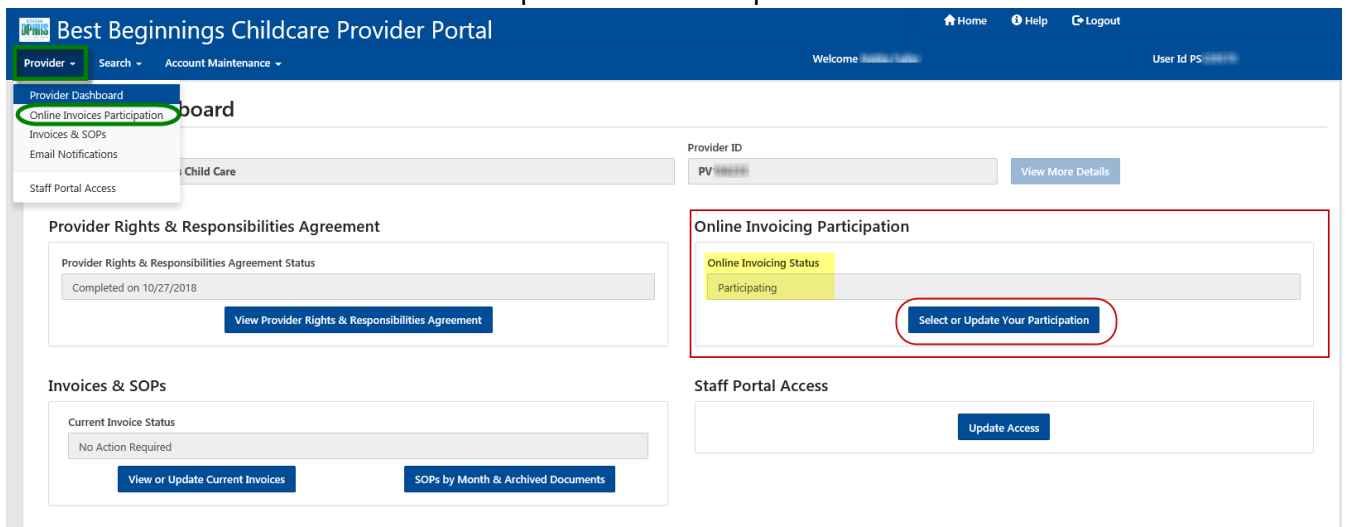
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Online Invoicing Participation page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
 - Select Provider
 - Select Online Invoices Participation
- Option 2: in the "Online Invoicing Participation" Section **(Red Square & Circle)**
 - Select "Select or Update Your Participation"



Note: Online Invoicing Status for the Facility will be displayed in the Online Invoicing Participation Section. It can be seen above **(yellow highlight)** that this facility is **"Not Using Online Invoicing"**

3a. Opting IN:

- In the “Online Invoicing Participation” section Mark the checkbox that is prior to the statement “Yes, this provider would like to participate in Online Invoicing” (Red Square)
- Click the “Begin Online Invoicing” button (Red Circle)

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance

Welcome [Name] User Id PS

Online Invoicing Participation

Seattle & Puller / Winemiller Child Care - PV 1194235

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions, you may contact Ms. Best Contact at 555-555-5555 for further assistance.

Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

Yes, this provider would like to participate in Online Invoicing.

The most recent disenrollment began on Tue Jun 09 14:57:41 MDT 2020.

Begin Online Invoicing

- A confirmation message at the top of the page will be received. (Red Circle)
“Save was successful: You have now been enrolled in Online Invoicing”

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance

Welcome [Name] User Id PS

Save was successful: You have now been enrolled in Online Invoicing.

Online Invoicing Participation

Seattle & Puller / Winemiller Child Care - PV 1194235

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions please contact your local Child Care Resource and Referral Agency. Contact information can be found on the Early Childhood Services Bureau website at <https://dphhs.mt.gov/hcsd/ChildCare/ChildCareResourceandReferral>.

Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

This provider no longer wishes to participate in Online Invoicing.

The most recent enrollment began on Fri Jun 12 13:08:25 MDT 2020.

End Online Invoicing

- Navigate back to the Provider Dashboard (see Step 4)
- Online Invoicing Participation section will now say “Participating”

Online Invoicing Participation

Online Invoicing Status

Participating

Select or Update Your Participation

3b. Opting OUT:

- In the “Online Invoicing Participation” section Mark the checkbox that is prior to the statement “Yes, this provider no longer wishes to participate in Online Invoicing” **(Red Square)**
- Click the “End Online Invoicing” button **(Red Circle)**

Best Beginnings Childcare Provider Portal

Home Help Logout

Welcome [User] User Id PS [User]

Online Invoicing Participation

Heather K. Fuller / Winoona Child Care - PV: [Redacted]

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions, you may contact Ms. Best Contact at 555-555-5555 for further assistance.

Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

This provider no longer wishes to participate in Online Invoicing.

The most recent enrollment began on Tue Jun 09 15:18:45 MDT 2020.

End Online Invoicing

- A confirmation message at the top of the page will be received. **(Red Circle)**
“Save was successful: You have now been disenrolled from Online Invoicing”

Best Beginnings Childcare Provider Portal

Home Help Logout

Welcome [User] User Id PS [User]

Save was successful: You have now been disenrolled from Online Invoicing.

Online Invoicing Participation

Heather K. Fuller / Winoona Child Care - PV: [Redacted]

When a provider elects to participate in Online Invoicing, from that moment in time forward any invoices that are created by the CCUBS system will only be available online and will not be printed and mailed to the provider. **Any paper invoices the provider has already received (or may receive in the mail in the next few days), will need to be completed and returned by mail.**

Should a provider elect to no longer participate in Online Invoicing, from that moment in time forward, any invoices created by the CCUBS system will be printed and mailed to the provider, and will require the provider to complete and return each invoice document by mail. **Any online invoices not yet submitted by the provider, will need to be completed and submitted online.**

Should you have any questions please contact your local Child Care Resource and Referral Agency. Contact information can be found on the Early Childhood Services Bureau website at <https://dphs.mt.gov/hcsd/ChildCare/ChildCareResourceandReferral>.

Please note: Provider invoices are generated by the CCUBS system each evening and a provider's participation in Online Invoicing dictates whether an invoice will be printed and mailed to the provider or made available to the provider online. Therefore a director may not change a provider's Online Invoicing participation between the hours of 6:30 P.M. and 12:00 A.M.

Yes, this provider would like to participate in Online Invoicing.

The most recent disenrollment began on Fri Jun 12 13:11:41 MDT 2020.

Begin Online Invoicing

- Navigate back to the Provider Dashboard (see Step 4)
- Online Invoicing Participation section will now say “Not Using Online Invoicing”

Online Invoicing Participation

Online Invoicing Status

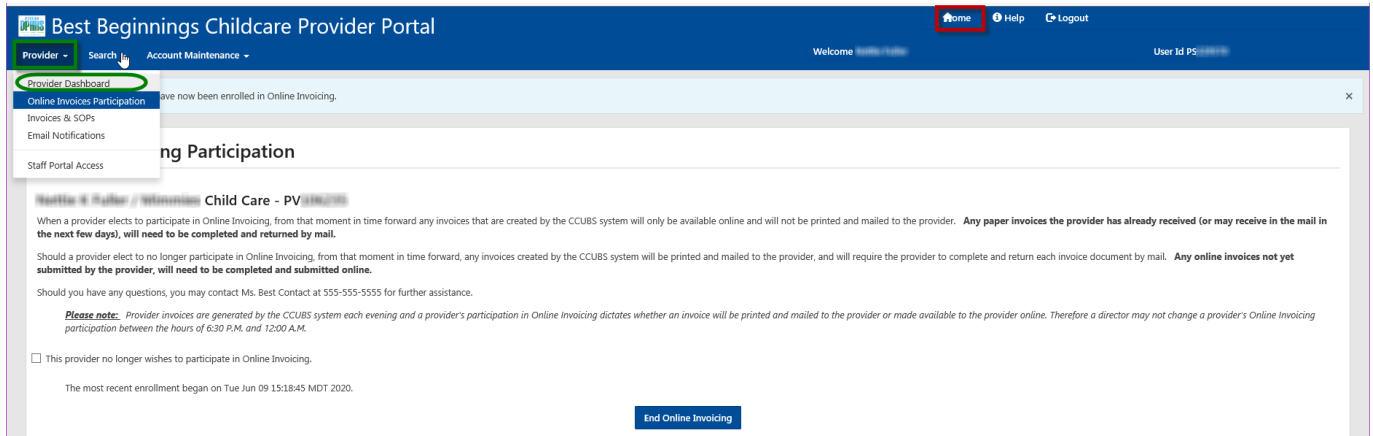
Not Using Online Invoicing

Select or Update Your Participation

4. Navigate Back to the Provider Dashboard

From the Online Invoice Participation Screen there are 2 ways to Navigate back to the Provider Dashboard

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
 - Select Provider
 - Select Provider Dashboard
- Option 2: on the Best Beginnings Childcare Provider Portal Menu.... (Red Square)
 - Select "Home"



VIEWING/UPDATING E-MAIL NOTIFICATIONS - DIRECTORS ONLY

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links for Home, Help, and Logout, and a user ID 'PS'. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing 8 providers. Each row in the table includes the Provider/Facility Name, Provider ID, and Status (all listed as 'No Action Required').

Provider/Facility Name	Provider ID	Status
WALC - Daycare	PV-12345	• No Action Required
WALC - Head Start - Boulder City	PV-12346	• No Action Required
WALC - Head Start - Brighton/Forest Hill	PV-12347	• No Action Required
WALC - Head Start - Tournament	PV-12348	• No Action Required
WALC - Head Start - Valley/12345	PV-12349	• No Action Required
WALC - Homecare - Authority - Head Start	PV-12350	• No Action Required
WALC - Day Care - 123	PV-12351	• No Action Required
WALC - Weekend Day	PV-12352	• No Action Required

Showing 1 to 8 of 8 entries

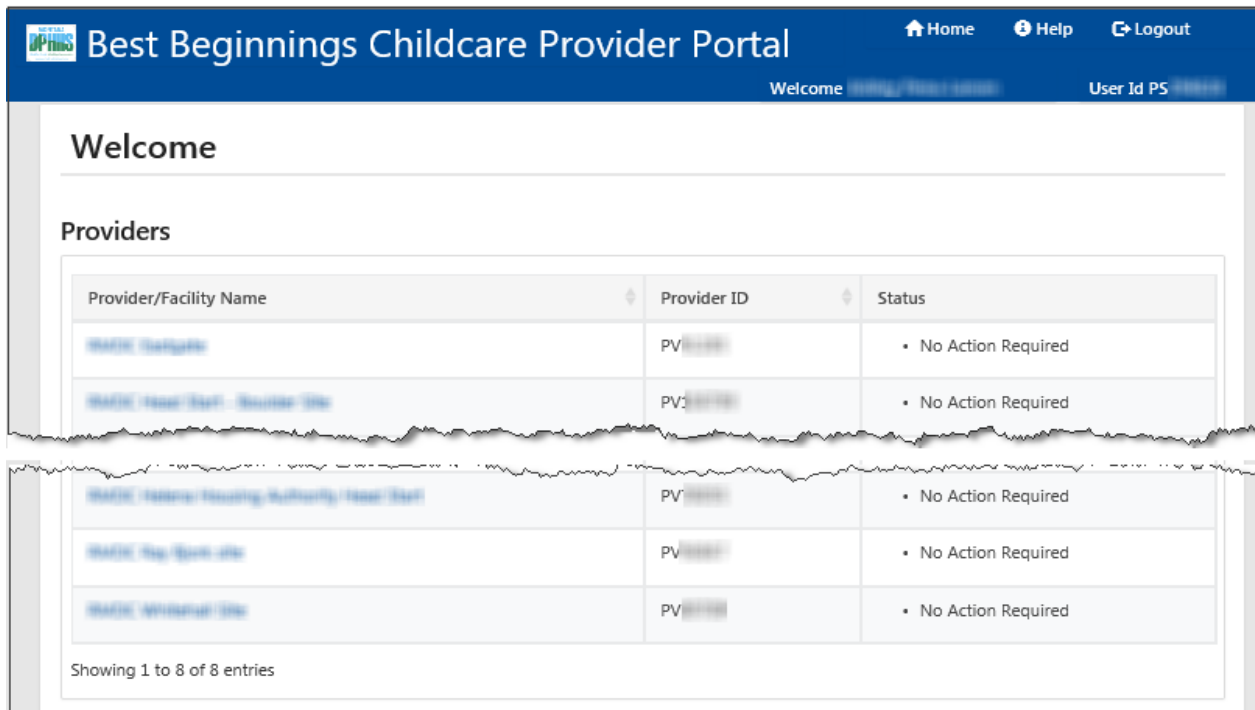
Start with Step 2 If... You are the Director of **One** facility

One Director - One Facility

The screenshot shows the 'Provider Dashboard' for a single facility. It includes a header with navigation links and a user ID 'PS'. The dashboard is divided into several sections: 'Provider Name' (Boulder Child Care), 'Provider ID' (PV-12345), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

1. **START HERE** If... You are the Director of **Multiple** Facilities.

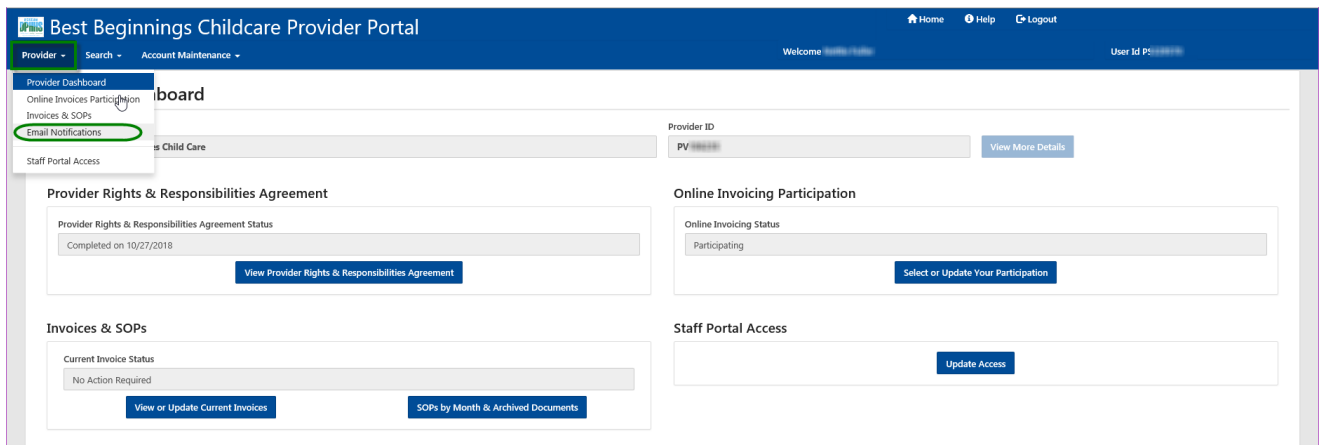
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

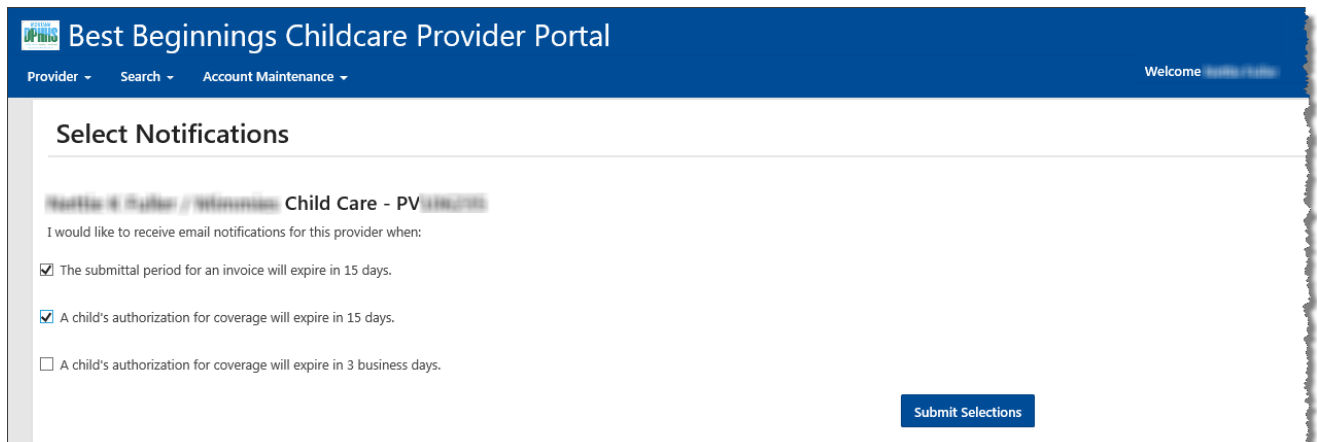
From the Provider Dashboard there is 1 way to access the Email Notification page

- On the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
 - Select Provider
 - Select Email Notifications



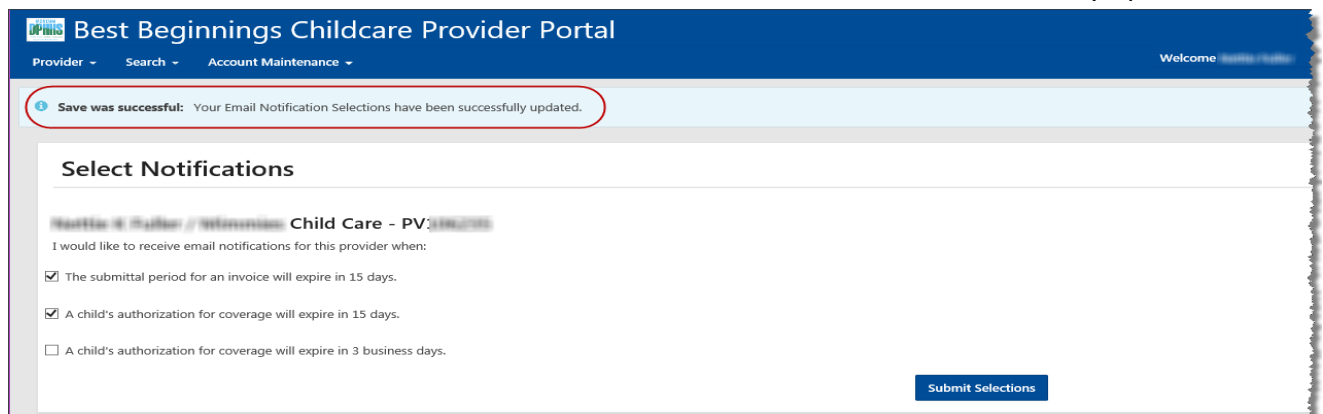
3. In the Select Notifications section

- Mark any checkboxes before the desired notification description
- Click the Submit Selections button



4. A confirmation message at the top of the page will be received. (Red Circle)

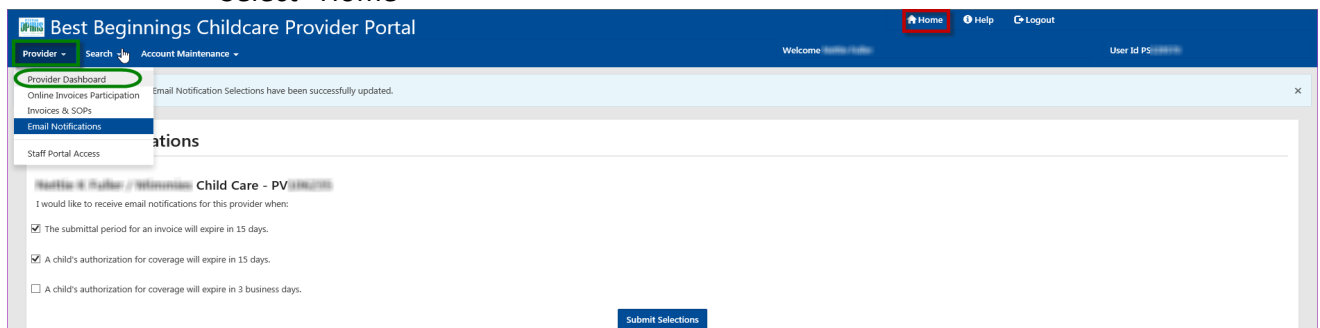
“Save was successful: Your Email Notification Selections have been successfully updated”



5. Navigate Back to the Provider Dashboard

From the Online Invoice Participation Screen there are 2 ways to Navigate back to the Provider Dashboard

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
 - Select Provider
 - Select Provider Dashboard
- Option 2: on the Best Beginnings Childcare Provider Portal Menu.... (Red Square)
 - Select “Home”



VIEWING/UPDATING STAFF ACCESS - DIRECTORS ONLY

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below the navigation bar, the page title 'Best Beginnings Childcare Provider Portal' is displayed. The main content area is titled 'Welcome' and contains a section for 'Providers'. This section features a table with three columns: 'Provider/Facility Name', 'Provider ID', and 'Status'. The table lists eight providers, each with a 'No Action Required' status. Below the table, it indicates 'Showing 1 to 8 of 8 entries'.

Provider/Facility Name	Provider ID	Status
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required

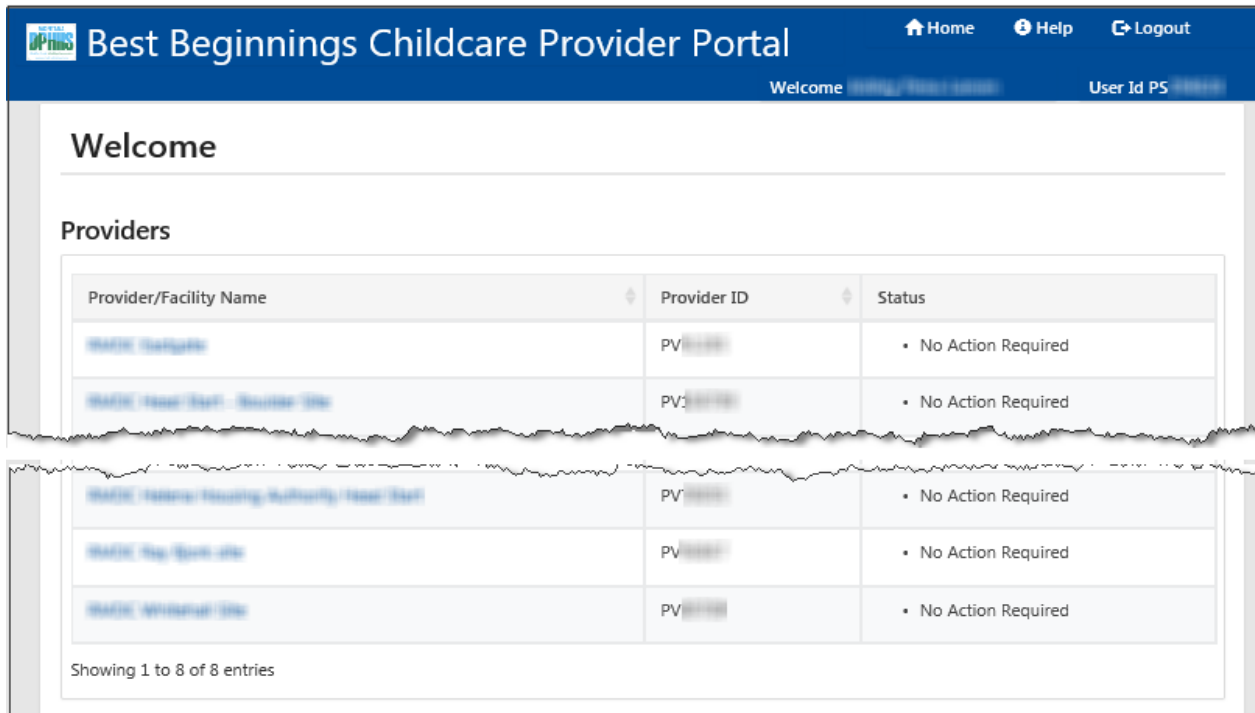
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The page title is 'Best Beginnings Childcare Provider Portal'. Below the navigation bar, the page title 'Best Beginnings Childcare Provider Portal' is displayed. The main content area is titled 'Provider Dashboard' and contains several sections: 'Provider Name' (Child Care), 'Provider ID' (PV-[Redacted]), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

1. **START HERE** If... You are the Director of **Multiple** Facilities.

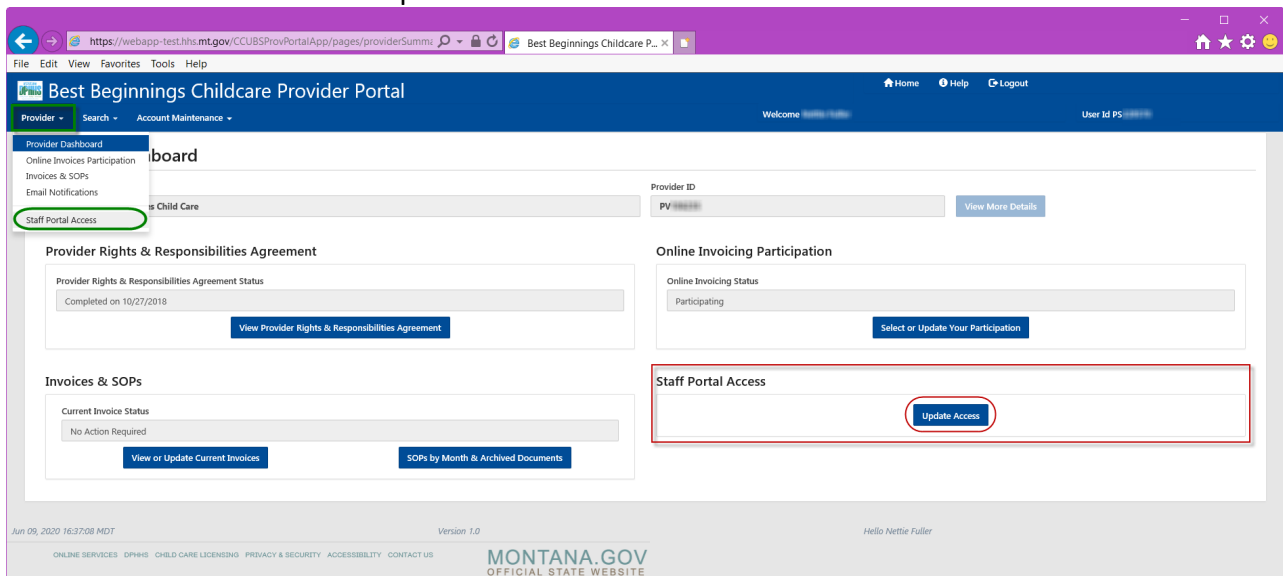
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Staff Portal Access page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
 - Select Provider
 - Select Staff Portal Access
- Option 2: in the "Staff Portal Access" section (Red Square & Circle)
 - Select "Update Access"



1. Click any desired checkboxes in the Staff Portal Access section for the individuals listed.
 - Currently the only options are those checkboxes that are not greyed out. (Red Square)

Best Beginnings Childcare Provider Portal

Provider ▾ Search ▾ Account Maintenance ▾ Welcome

Staff Portal Access

Heather K. Fuller // Wisconsin Child Care - PV (162295)

Director Staff Profile - Sign up

- Access additional provider details.
- Access provider's rights & responsibilities agreement
- Access provider's online invoice participation
- Access monthly invoices for entry of requested hours and comments. Once an invoice has been submitted by the director, this person will no longer be able to view the invoice.
- Access provider SOP's and invoices of any status.
- Access provider's notices
- Access provider's license details
- Access family search
- Access provider's current staff information
- Access provider's household member information

By checking this box I, Heather K. Fuller, certify that I am the Director of Heather K. Fuller Wisconsin Child Care and I authorize the staff permissions as indicated above. *

Submit Selections

2. Click the “By checking this box...” checkbox. (Green Square in above image)

By checking this box I, Heather K. Fuller, certify that I am the Director of Heather K. Fuller Wisconsin Child Care and I authorize the staff permissions as indicated above. *

3. Click the Submit Selections button in this section.

Submit Selections

NOTE: ONLY the DIRECTOR can submit invoices for payment.
STAFF Cannot submit invoices for payment, they can have the ability to enter a child’s time in and time out, but not the ability to submit the invoice for payment.

PASSWORDS ARE NOT TO BE SHARED!

COMPLETING PROVIDER RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links for Home, Help, and Logout, and a user ID 'PS'. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing 8 entries. Each entry includes the Provider/Facility Name, Provider ID, and Status (all 'No Action Required').

Provider/Facility Name	Provider ID	Status
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required
BBCC - [Redacted]	PV-[Redacted]	• No Action Required

Showing 1 to 8 of 8 entries

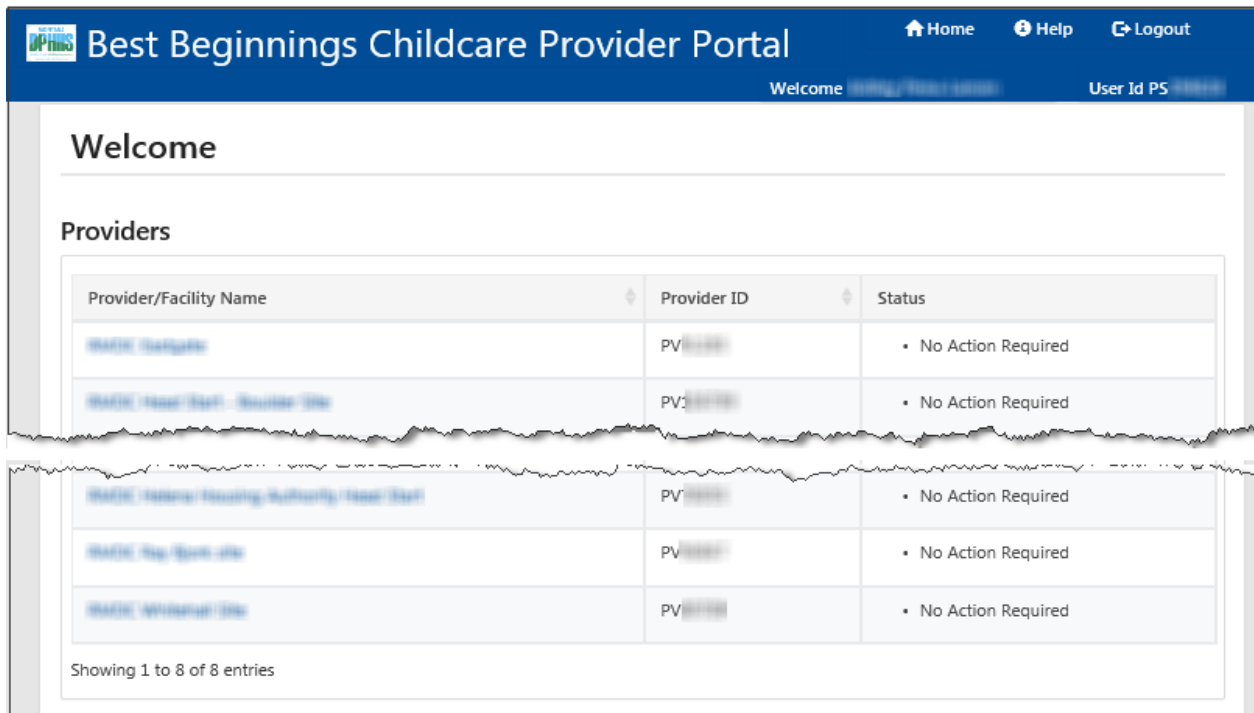
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Provider Dashboard' for a single facility. It includes fields for Provider Name and Provider ID, and several status sections: 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access'. Each section has a corresponding 'View' or 'Update' button.

1. **START HERE** If... You are the Director of **Multiple** Facilities.

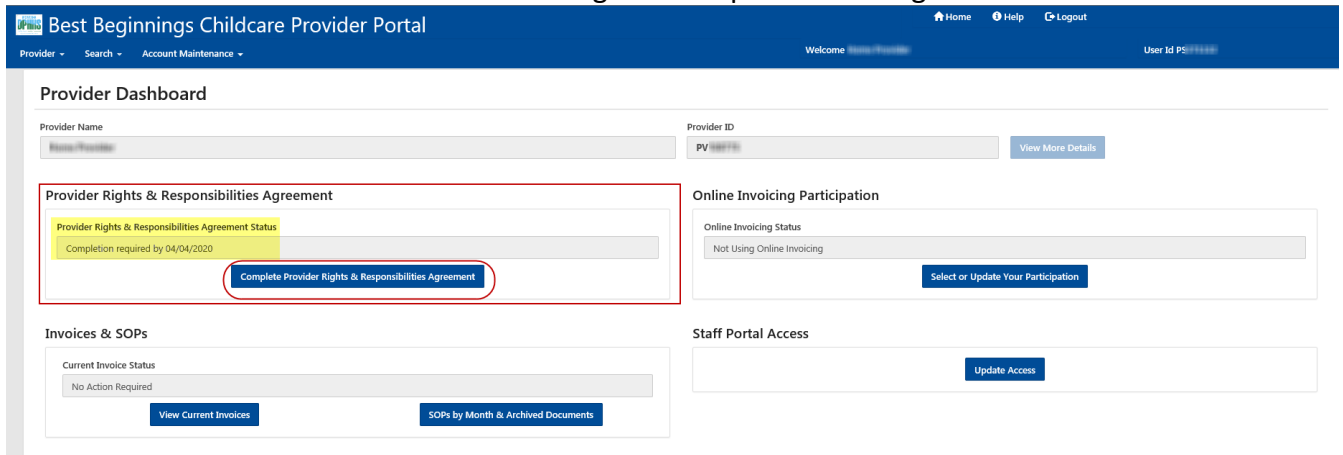
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there is 1 way to access the Provider Rights and Responsibilities Agreement page

- In the “Provider Rights & Responsibilities Agreement” section (**Red Square & Circle**)
- Select “View Provider Rights & Responsibilities Agreement”



Note: Provider Rights & Responsibilities Agreement Status for the Facility will be displayed in the Provider Rights & Responsibilities Agreement Section. It can be seen above (**yellow highlight**) that “**Completion required by 04/04/2020**” for this Facilities Rights and Responsibilities agreement.

3. Complete the Rights and Responsibilities by

- **Read** each item
- **Add your Initials** in the box prior to each item line.
- **Scroll down** to complete all items.

Best Beginnings Childcare Provider Portal
Home Help Logout

If you need additional information to complete this form, please contact your regional Child Care Resource and Referral agency.
www.childcare.mt.gov

Thank you for choosing to provide care for children whose families are qualified to receive scholarship funds. This agreement outlines your rights as a child care provider and explains the responsibilities that you assume as a provider in the program. It also outlines potential consequences that specific actions or lack of action can have on your eligibility to participate. Completing and submitting this form is required before care is provided or payment can be received for children utilizing a scholarship. Please initial each item to certify that you have read and understand each statement. Unless revised by the Early Childhood Services Bureau, you will only need to complete this form once. Typing your initials in the box provided indicates you have read the statement and agree. Once submitted, your form will be reviewed and approved. This form must be received before an invoice(s) for payment can be processed.

Please read and initial each item:

Initial to Accept	Provider's Rights
<input type="text" value="HP"/>	1. I have the right to receive a copy of the Child Care Authorization Plan. The Authorization Plan includes the following information for the family household: <ul style="list-style-type: none"> • The start and end date per child authorized in a household; • The child care hours/days authorized for each child; and • The household's monthly co-payment.
<input type="text" value="HP"/>	2. I have the right to receive timely notification if a family's eligibility changes on the Best Beginnings Child Care Scholarship program. <ul style="list-style-type: none"> • Timely notification is defined as a 15-calendar day notice before an action is taken that will change the child's Authorization Plan or a family's eligibility case closes. • I will receive a notice when a family's eligibility case closes.
<input type="text" value="HP"/>	3. I have the right to expect timely payment for child care scholarship services provided. <ul style="list-style-type: none"> • A payment is considered timely if the payment is processed within 21 days of the invoice being received by the Child Care Resource and Referral (CCR&R) agency. • Payments are generally received within 2 to 3 business days after processed; this includes EFTs; however, the timing of child care payments is not guaranteed by the Department. • Payments mailed to an incorrect address on file will NOT be forwarded; they will be returned via US mail to the State agency. To avoid this delay, please report any and all address changes immediately. To avoid mailing delays a Direct Deposit option is available. • Incorrect W-9 or Bank Account information on file at the Department may cause a payment delay. • Payments for care provided in a child's home are sent to the Parent. It is the responsibility of the parent to pay for child care services to the Family Friend and Neighbor (FFN) or Relative Care Exempt (RCE) in-home provider.

Please read and initial each item:

Initial to Accept	Provider's Responsibilities
<input type="text" value="HP"/>	1. It is my responsibility to maintain a current license or registration for the facility in which care is being provided and to abide by and maintain applicable licensing or registration requirements (ARM 37.95.101-1021). <ul style="list-style-type: none"> • Care must be provided in the licensed or registered facility identified on the Authorization Plan to receive payment for children of families participating in the Best Beginnings Child Care Scholarship program.
<input type="text" value="HP"/>	2. It is my responsibility to notify the Child Care Licensing program immediately of any physical, mailing or email address changes.
<input type="text" value="HP"/>	17. It is my responsibility to report my rates and any rate changes to the CCR&R agency. <ul style="list-style-type: none"> • Reported rate changes will not take effect until the first of the month after the change is reported. • Rates are used to facilitate the payment process and may be included in market rate surveys.

Please read and initial each item:

Initial to Accept	Provider's Understanding
<input type="text" value="HP"/>	1. I understand that the child is eligible for the hours/days listed on the child care authorization plan. <ul style="list-style-type: none"> • Payment will be based on the child's attendance during the service month. This includes the number of days the child attends and has absences from the open child care facility indicated on the child care authorization plan. • Hours cannot be claimed to the child care scholarship when a child care facility is closed. • If a child attends 85% of the authorized time on the child care authorization plan, the entire authorized amount will be paid. • If a child attends less than 85% of the authorized time on the child care authorization plan, the actual attendance will be paid.
<input type="text" value="HP"/>	2. I understand the following regarding school age children and child care scholarship payments <ul style="list-style-type: none"> • The child care scholarship cannot pay for time when a child should be in school. This includes when a child is sick during a typical school day. • The child care scholarship does pay for time when a child has a school closure. This includes winter break or a school holiday.
<input type="text" value="HP"/>	12. I understand that when a provider or a parent receives child care assistance in excess of the amount to which the provider or parent is entitled, due to an intentional action, DPHHS may pursue criminal charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery of the overpayment. <ul style="list-style-type: none"> • The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first IPV: <ul style="list-style-type: none"> • Issue the IPV without issuing an overpayment; • Require repayment of child care assistance payments related to the program violation; or • Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program. • If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the violation and may terminate the provider from the program, if appropriate. • A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 and 37.5.103.

4. After all numbered items are **Initialed**,

- **Initial** the box at the bottom to certify your role as Director and your agreement with all Rights and Responsibilities.

HP / PS:

HP / PV:

HP
By entering my initials, I, [Name], certify that I am the Director of [Agency] and I agree to these specified Rights And Responsibilities.

5. Click the Submit button.

- If the Submit button is grayed out, verify that all checkboxes have been checked.
- The Submit button will also be grayed out if you have already submitted the document.

XXXXX/XXXXX / PS: 11111
XXXXX/XXXXX / PV: 22222

By entering my initials, I, XXXX/XXXXX, certify that I am the Director of XXXX/XXXXX and I agree to these specified Rights And Responsibilities.

[Submit](#) [Cancel](#)

6. Once submit is saved you will be navigated back to the Provider Dashboard

- The Provider Rights & Responsibilities Agreement section will now state “Completed on xx/xx/xxx”

Provider Rights & Responsibilities Agreement

Provider Rights & Responsibilities Agreement Status

Completed on 06/10/2020

[View Provider Rights & Responsibilities Agreement](#)

VIEWING COMPLETED RIGHTS AND RESPONSIBILITIES – DIRECTORS ONLY

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes navigation links for Home, Help, and Logout, along with a welcome message and the user ID 'PS'. The main content area is titled 'Welcome' and features a 'Providers' section. This section contains a table with the following data:

Provider/Facility Name	Provider ID	Status
WALC - Waikanae	PV-10000	• No Action Required
WALC - Waikanae - Waikanae City	PV-10000	• No Action Required
WALC - Waikanae - Waikanae - Waikanae City	PV-10000	• No Action Required
WALC - Waikanae - Waikanae - Waikanae City	PV-10000	• No Action Required
WALC - Waikanae - Waikanae - Waikanae City	PV-10000	• No Action Required
WALC - Waikanae - Waikanae - Waikanae City	PV-10000	• No Action Required
WALC - Waikanae - Waikanae - Waikanae City	PV-10000	• No Action Required
WALC - Waikanae - Waikanae - Waikanae City	PV-10000	• No Action Required

Showing 1 to 8 of 8 entries

Start with Step 2 If... You are the Director of **One** facility

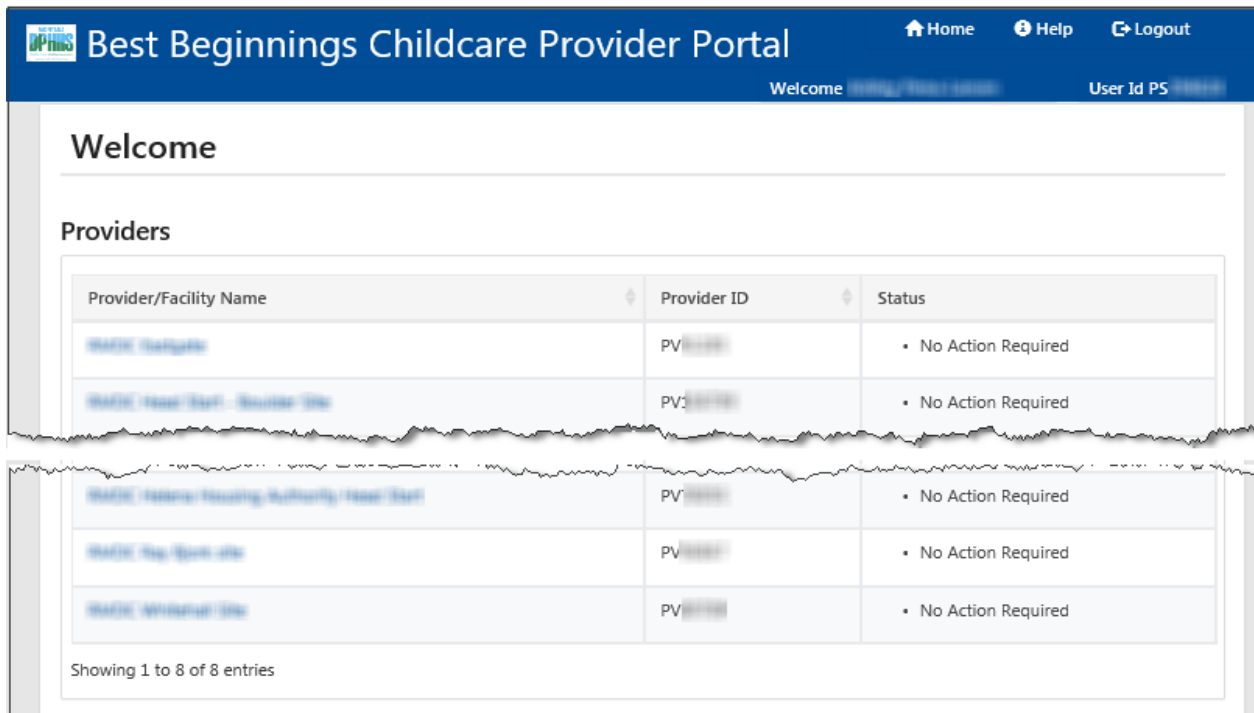
One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The header includes navigation links for Home, Help, and Logout, along with a welcome message and the user ID 'PS'. The main content area is titled 'Provider Dashboard' and features several sections:

- Provider Name:** Shows the provider name and a 'View More Details' button.
- Provider ID:** Shows the provider ID.
- Provider Rights & Responsibilities Agreement:** Shows the status as 'Completed on 10/27/2018' and a 'View Provider Rights & Responsibilities Agreement' button.
- Online Invoicing Participation:** Shows the status as 'Participating' and a 'Select or Update Your Participation' button.
- Invoices & SOPs:** Shows the current invoice status as 'No Action Required' and buttons for 'View or Update Current Invoices' and 'SOPs by Month & Archived Documents'.
- Staff Portal Access:** Shows a button for 'Update Access'.

1. **START HERE** If... You are the Director of **Multiple** Facilities.

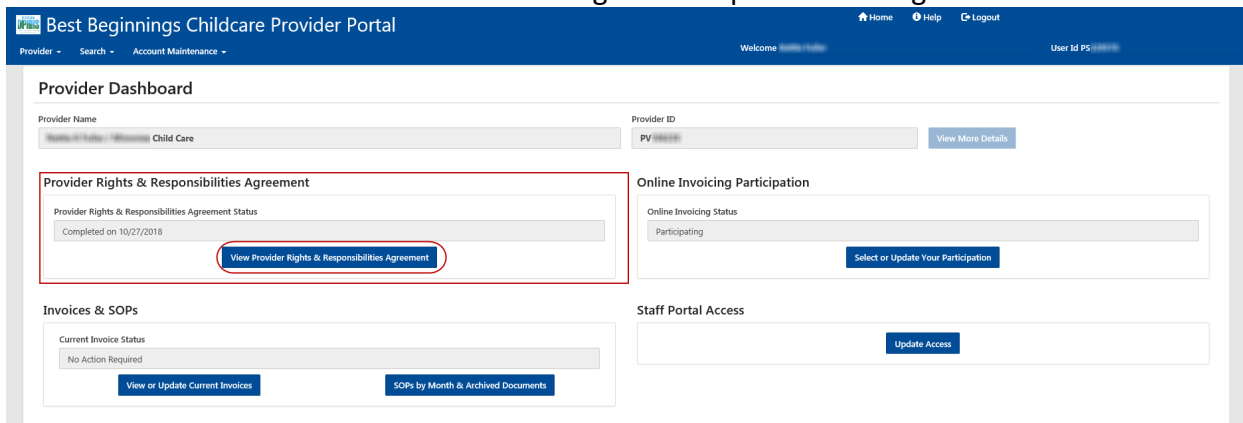
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there is 1 way to access the Provider Rights and Responsibilities Agreement page

- In the “Provider Rights & Responsibilities Agreement” section (**Red Square & Circle**)
- Select “View Provider Rights & Responsibilities Agreement”



3. Another web browser window will open displaying The Provider Rights & Responsibilities Agreement. From here you can print or save the agreement to your own files.

**Child Care Provider
Rights and Responsibilities**
Best Beginnings Child Care Scholarship Program

If you need additional information to complete this form, please contact your local Child Care Resource & Referral agency.
www.childcare.mt.gov

Thank you for choosing to provide care for children whose families are qualified to receive scholarship funds. This agreement outlines your rights as a child care provider and explains the responsibilities that you assume as a provider in the program. It also outlines potential consequences that specific actions or lack of action can have on your eligibility to participate. Completing and submitting this form is required before care is provided or payment can be received for children utilizing a scholarship. Please initial each item to certify that you have read and understand each statement. Unless revised, by the Early Childhood Services Bureau you will only need to complete this form once. Typing your initials in the box provided indicates you have read the statement and agree. Once submitted, your form will be reviewed and approved. This form must be received before an invoice(s) for payment can be processed.

Please read and initial each item:

Initials	Provider's Rights
HP	<p>1. I have the right to receive a copy of the Child Care Authorization Plan. The Authorization Plan includes the following information for the family household:</p> <ul style="list-style-type: none"> • The start and end date per child authorized in a household; • The child care hours/days authorized for each child; and • The household's monthly co-payment.
HP	<p>2. I have the right to receive timely notification if a family's eligibility changes on the Best Beginnings Child Care Scholarship program.</p> <ul style="list-style-type: none"> • Timely notification is defined as a 15-calendar day notice before an action is taken that will change the child's Authorization Plan or a family's eligibility case closes. • I will receive a notice when a family's eligibility case closes.
HP	<p>3. I have the right to expect timely payment for child care scholarship services provided.</p> <ul style="list-style-type: none"> • A payment is considered timely if the payment is processed within 21 days of the invoice being received by the Child Care Resource and Referral (CCR&R) agency. • Payments are generally received within 2 to 3 business days after processed, this includes EFTs, however, the timing of child care payments is not guaranteed by the Department. • Payments mailed to an incorrect address on file will NOT be forwarded, they will be returned via US mail to the State agency. To avoid this delay, please report any and all address changes immediately. To avoid mailing delays a Direct Deposit option is available. • Incorrect W-9 or Bank Account information on file at the Department may cause a payment delay. • Payments for care provided in a child's home are sent to the Parent. It is the responsibility of the parent to pay for child care services to the Family Friend and Neighbor (FFN) or Relative Care Exempt (RCE) in-home provider.

Initials	Provider's Understanding
HP	<p>charges against the provider or parent. Criminal prosecution may be pursued in addition to recovery of the overpayment.</p> <ul style="list-style-type: none"> • The department has the discretion, based on the circumstances of the violation, to determine the appropriate sanction for the first intentional program violation (IPV). The department may impose any of the following sanctions on a provider due to the first IPV: <ul style="list-style-type: none"> ○ Issue the IPV without issuing an overpayment; ○ Require repayment of child care assistance payments related to the program violation; or ○ Require repayment of child care assistance payments related to the program violation and terminate the provider from the Child Care Assistance Program. ○ If a provider receives a second IPV, DPHHS will require the repayment of all child care assistance payments related to the violation and may terminate the provider from the program, if appropriate. • A notice of an intentional program violation is an adverse action of DPHHS. The provider will receive timely notice of this adverse action, including fair hearing rights under ARM 37.80.104 and 37.5.103.

HP
Accepted: 06/10/2020 12:12:56 PM

By initialing this box, I, PS, certify that I am the Director of PV and I agree to these specified Rights And Responsibilities.

VIEWING INVOICES

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below the navigation bar, the page title 'Best Beginnings Childcare Provider Portal' is displayed. The main content area is titled 'Welcome' and contains a section for 'Providers'. This section features a table with the following columns: 'Provider/Facility Name', 'Provider ID', and 'Status'. The table lists eight providers, all with a status of 'No Action Required'. Below the table, it indicates 'Showing 1 to 8 of 8 entries'.

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV12345	No Action Required
Best Beginnings Childcare - Branch 1	PV12346	No Action Required
Best Beginnings Childcare - Branch 2	PV12347	No Action Required
Best Beginnings Childcare - Branch 3	PV12348	No Action Required
Best Beginnings Childcare - Branch 4	PV12349	No Action Required
Best Beginnings Childcare - Branch 5	PV12350	No Action Required
Best Beginnings Childcare - Branch 6	PV12351	No Action Required
Best Beginnings Childcare - Branch 7	PV12352	No Action Required

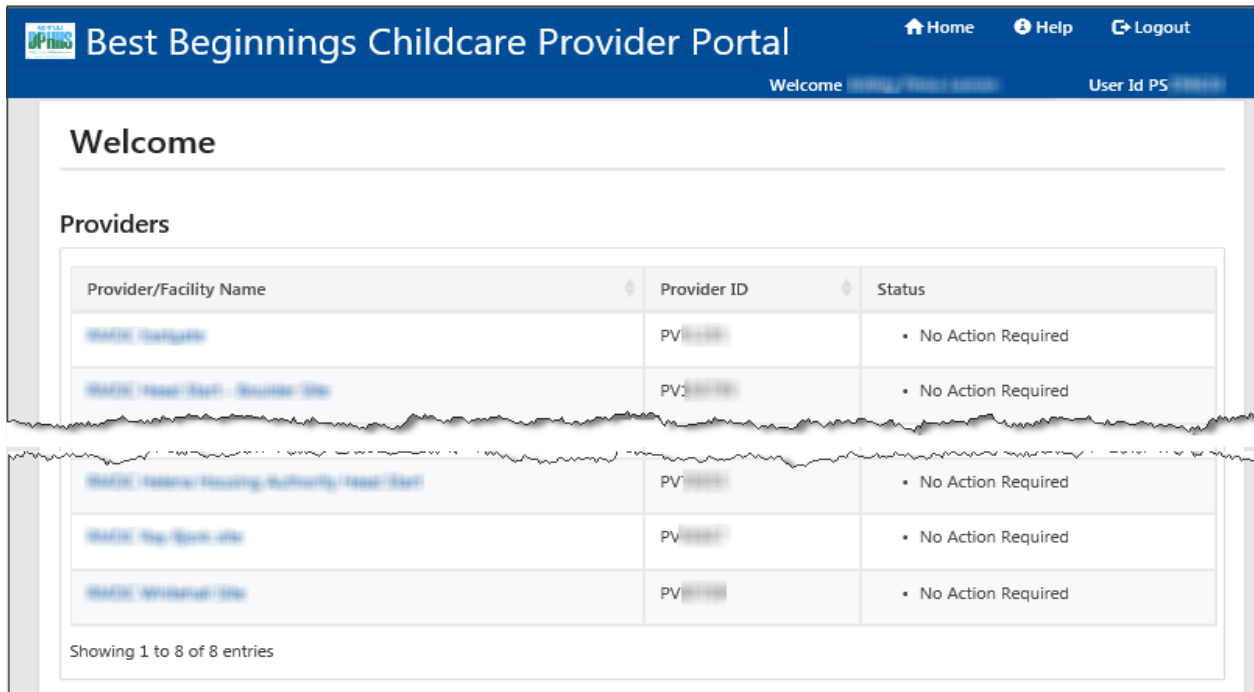
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The page title is 'Best Beginnings Childcare Provider Portal'. Below the navigation bar, there is a 'Provider Dashboard' section. This section contains several key areas: 'Provider Name' (Best Beginnings Childcare), 'Provider ID' (PV12345), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

1. **START HERE** If... You are the Director of **Multiple** Facilities.

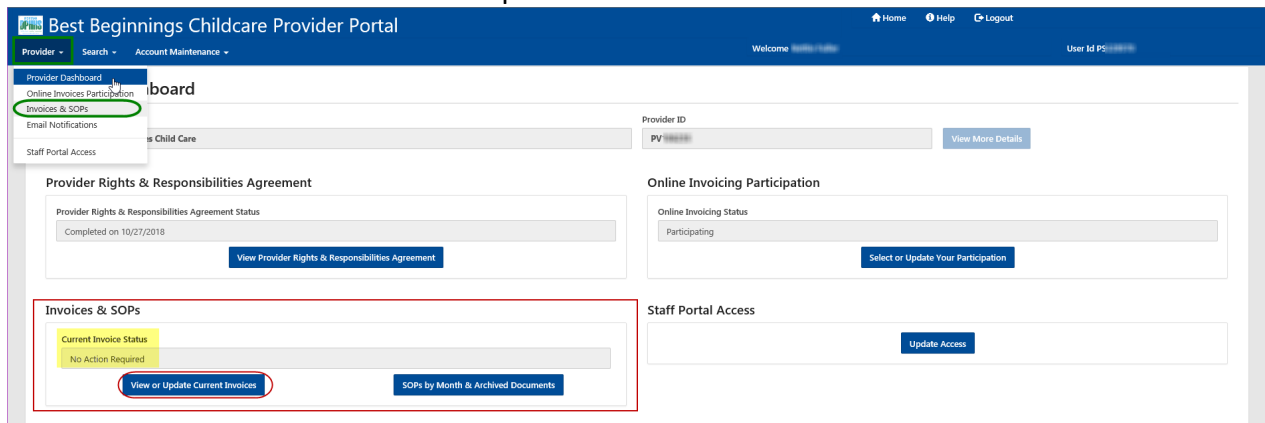
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
 - Select Provider
 - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section **(Red Square & Circle)**
 - Select "View or Update Current Invoices"

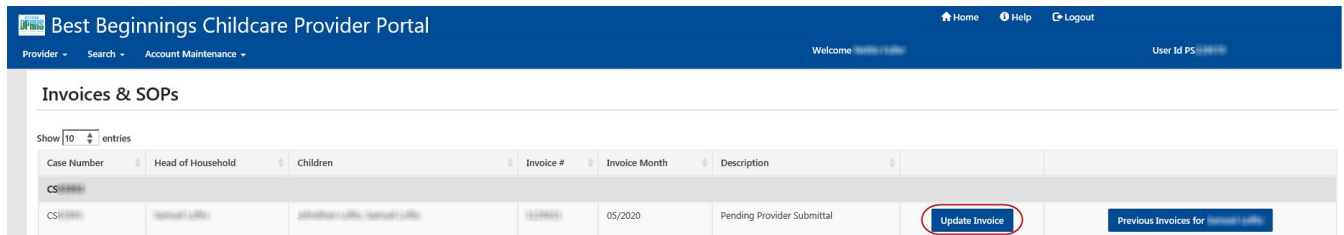


Note: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above **(yellow highlight)** that there is **"No Action Required"** for Invoices that this facility has.

*"No Action Required" does not mean that the facility does not have invoices.

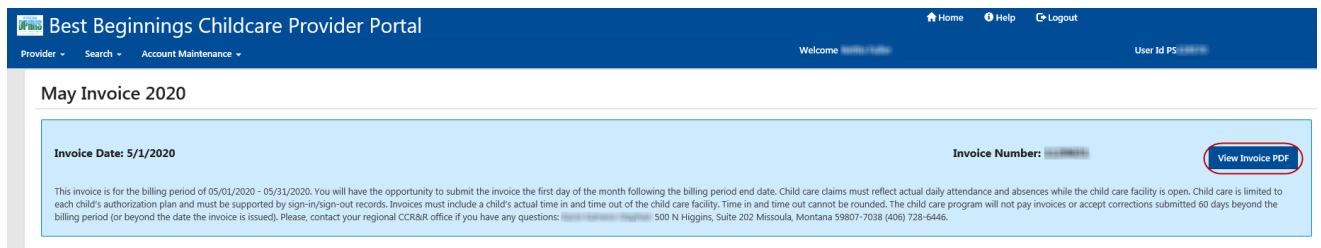
3. Invoices & SOPs Page

- a. Select "Update Invoice" on the Invoice that you want to work on (Red Circle)
 - o This will open the Invoice Summary Page

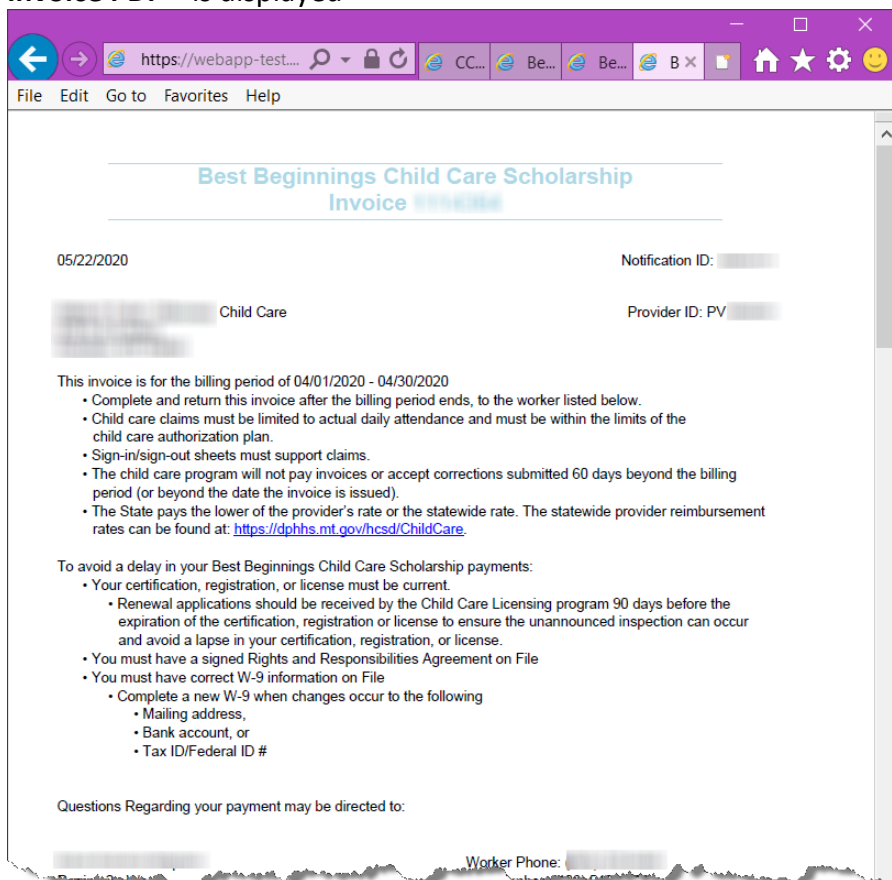


4. Invoice Summary Page

- Select "View Invoice PDF" (Red Circle)
 - This will open a new web browser page and display the PDF of the invoice that you are on



5. Invoice PDF – is displayed



SEARCHING INVOICES & SOPs

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links for Home, Help, and Logout, and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing 8 providers. Each row in the table includes the Provider/Facility Name, Provider ID, and Status (No Action Required).

Provider/Facility Name	Provider ID	Status
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required
WALC - [Redacted]	PV-[Redacted]	• No Action Required

Showing 1 to 8 of 8 entries

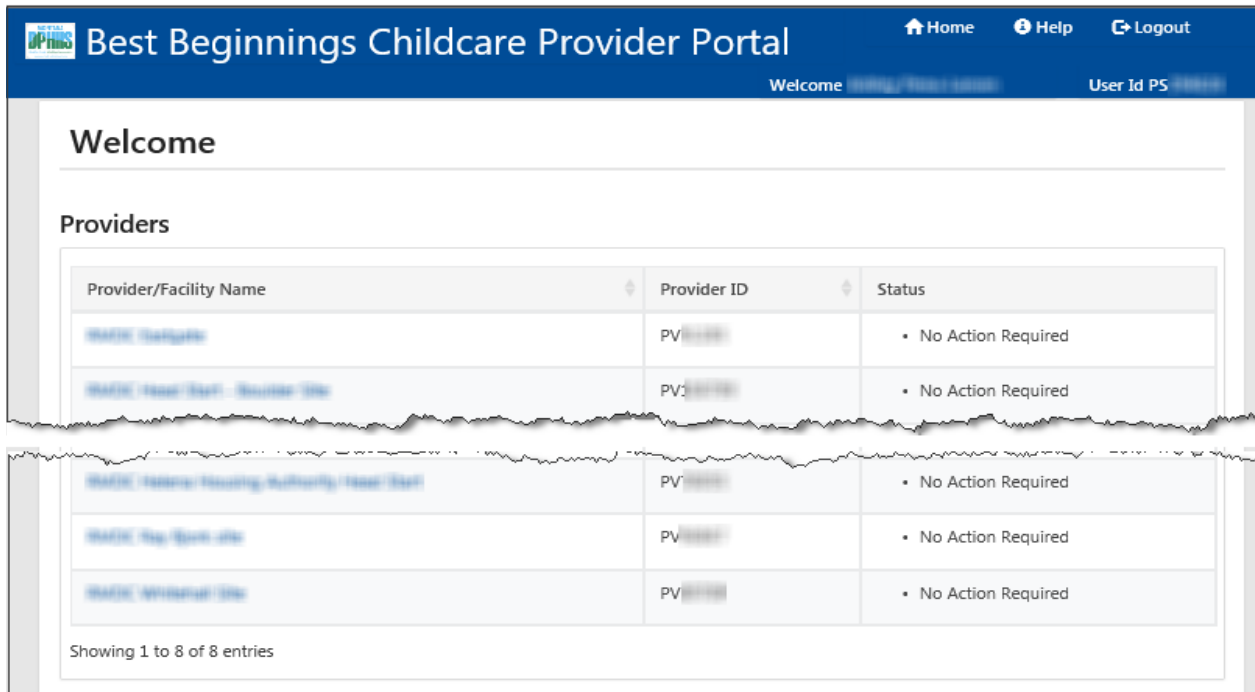
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Provider Dashboard' for a single facility. It includes a header with navigation links and a 'Provider' dropdown menu. The dashboard is divided into several sections: 'Provider Name' (WALC - [Redacted]), 'Provider ID' (PV-[Redacted]), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

1. **START HERE** If... You are the Director of **Multiple** Facilities.

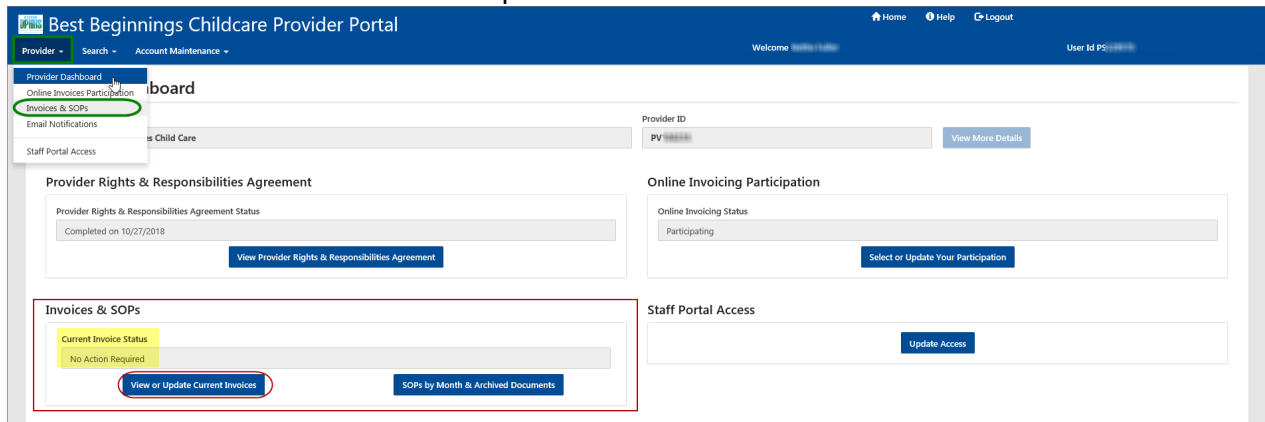
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

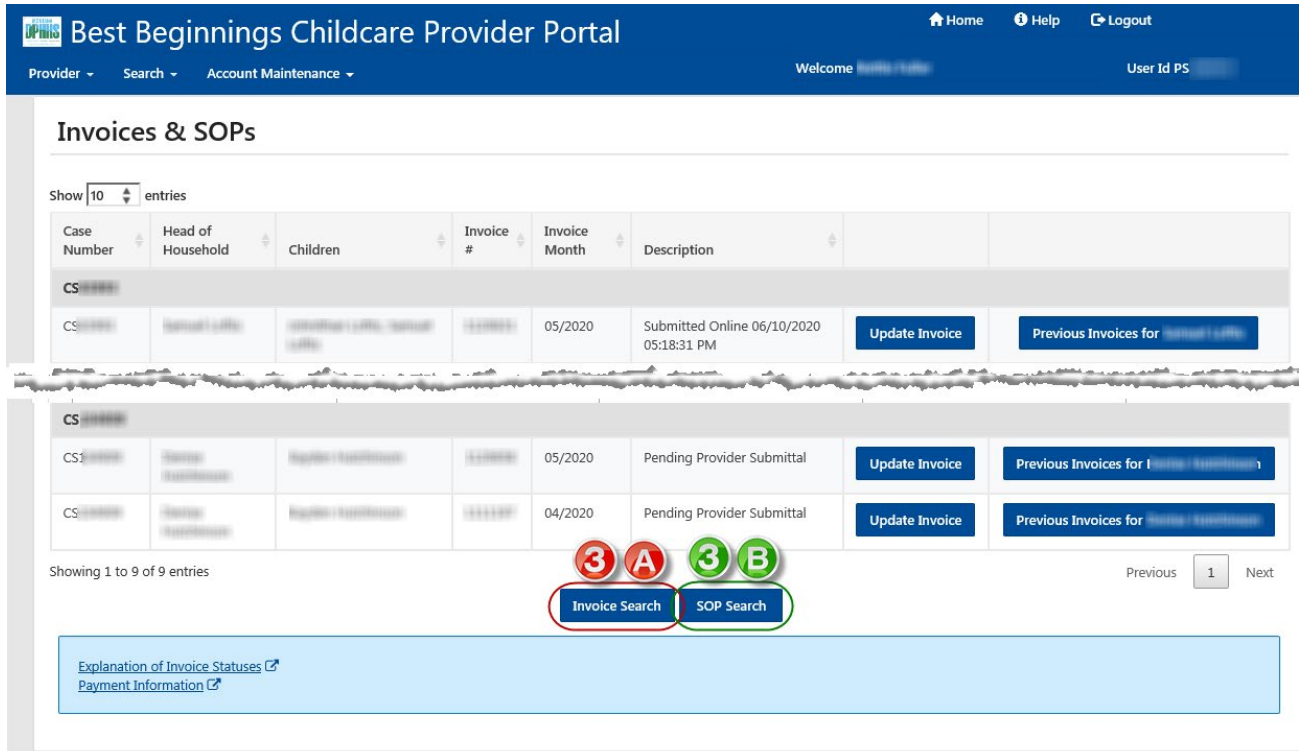
- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
 - Select Provider
 - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section **(Red Square & Circle)**
 - Select “View or Update Current Invoices”



Note: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above **(yellow highlight)** that there is **“No Action Required”** for Invoices that this facility has.

*“No Action Required” does not mean that the facility does not have invoices.

The Invoices & SOPs page will display



Invoices & SOPs Page

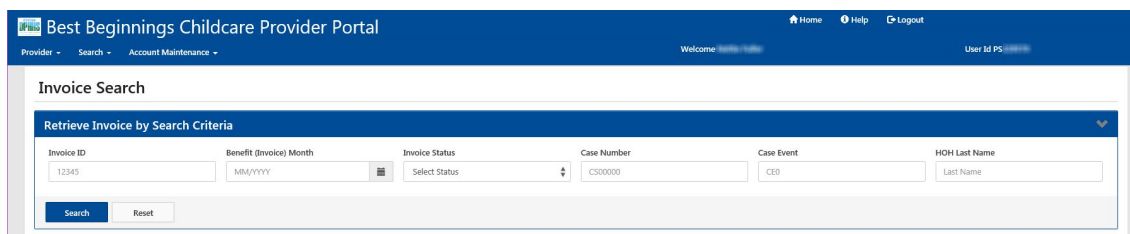
3a. Invoices & SOPs Page

i. Select "Invoice Search"

- Select "Invoice Search" on the Invoice that you want to work on (**Red Circle – 3A**)
 - This will open the Invoice Search Page

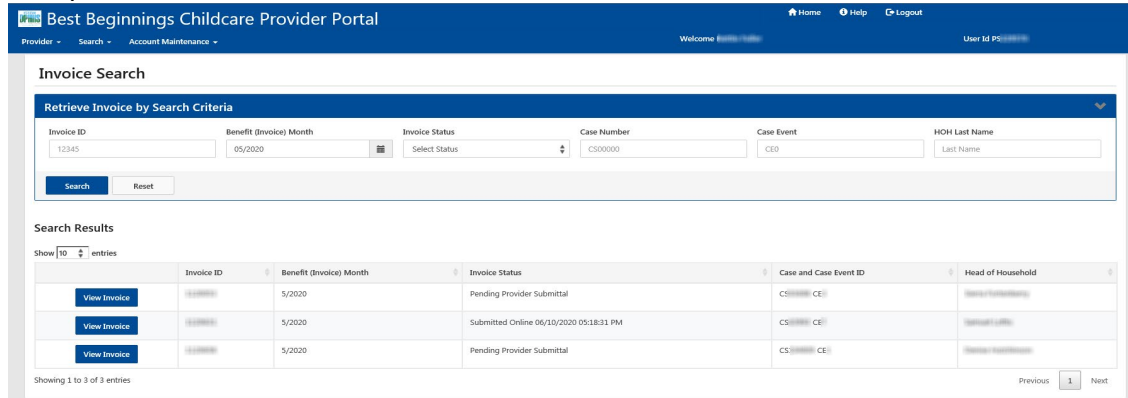
ii. Select Search Criteria

- Enter the desired information that you want to search on. Searching can be done on any of the following fields:
 - Invoice ID, Benefit (Invoice) Month, Invoice Status, Case Number, Case Event Number, HOH Last Name. * Searching with a Case Event Number must be used together with the Case Number. You cannot search on Case Event number alone.
- Select "Search" Button



iii. Search Results

- Search results will be shown. Below results were based on searching for invoices in a specific month.



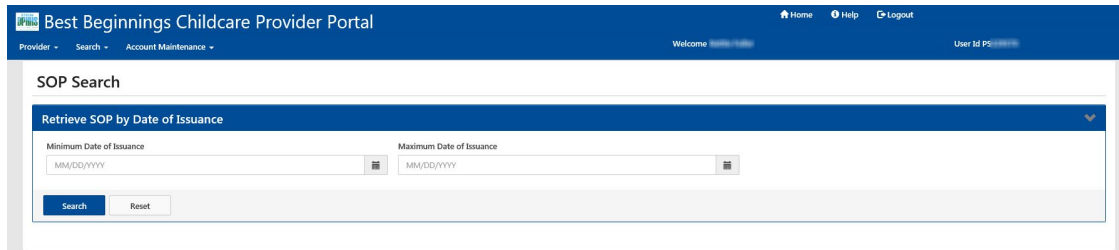
3b. Invoices & SOPs Page

i. Select "SOP Search"

- Select "Invoice Search" on the Invoice that you want to work on (Green Circle – 3B)
 - This will open the Invoice Search Page

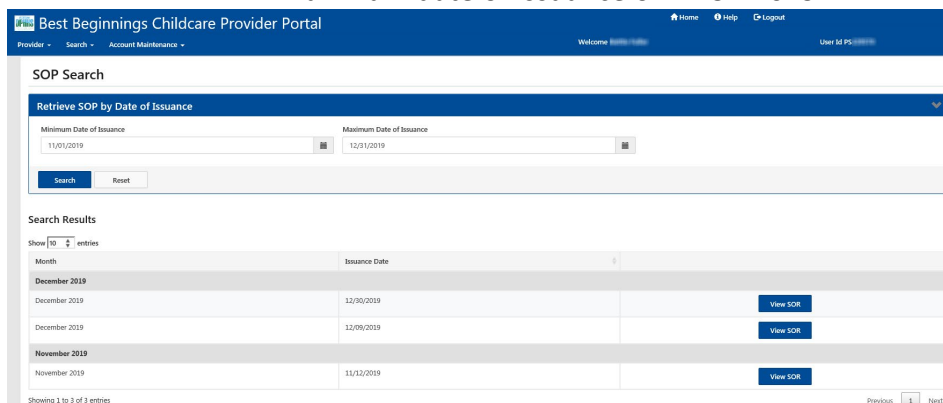
ii. Select Search Criteria

- Enter the desired information that you want to search on.
 - Minimum and Maximum date of issuance. *SOPs are issued every Monday
- Select "Search" Button



iii. Search Results

- Search results will be shown.
 - Below results were based on searching for SOPs with:
 - a minimum date of issuance of 11-01-2019
 - A maximum date of issuance of 12-31-2019



WORKING AN INVOICE

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links for Home, Help, and Logout, and a welcome message for user PS123456. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing 8 entries. Each entry includes the Provider/Facility Name, Provider ID, and Status (No Action Required).

Provider/Facility Name	Provider ID	Status
Best Beginnings	PV123456	No Action Required
Best Beginnings - Boulder Site	PV123457	No Action Required
Best Beginnings - Englewood Site	PV123458	No Action Required
Best Beginnings - Thornton Site	PV123459	No Action Required
Best Beginnings - Aurora Site	PV123460	No Action Required
Best Beginnings - Aurora - Aurora Site	PV123461	No Action Required
Best Beginnings - Aurora - Aurora Site	PV123462	No Action Required
Best Beginnings - Aurora - Aurora Site	PV123463	No Action Required

Showing 1 to 8 of 8 entries

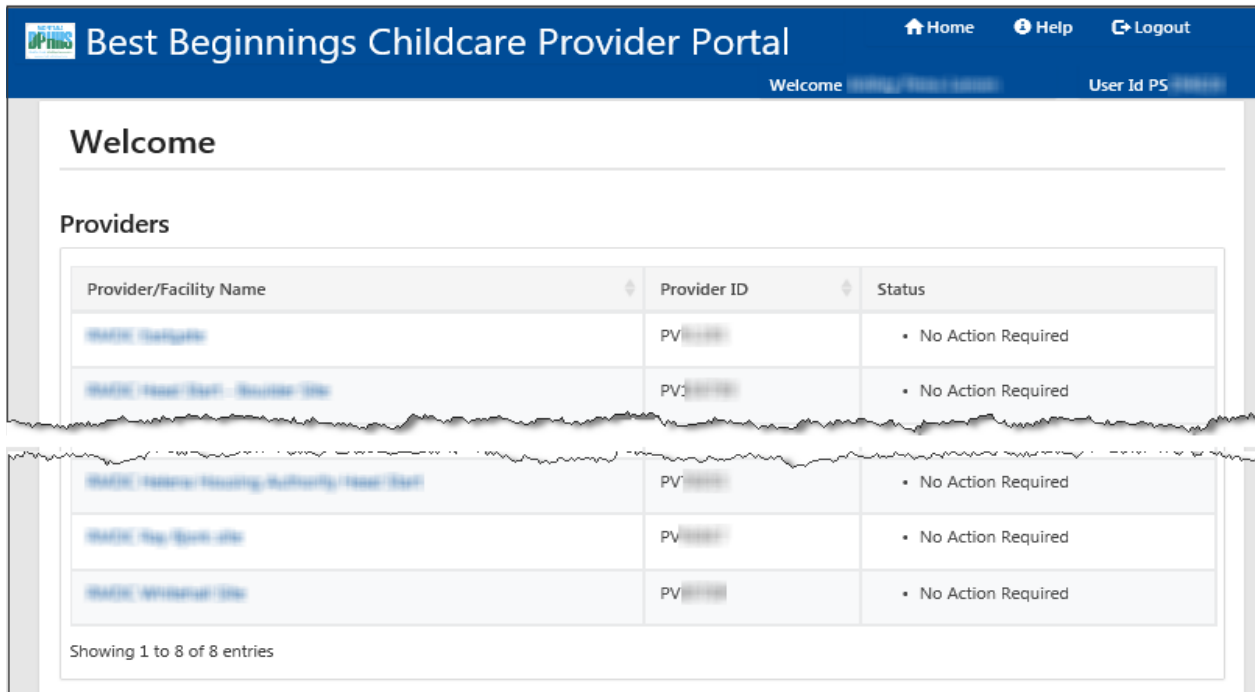
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single facility. The header includes the logo, navigation links for Home, Help, and Logout, and a welcome message for user PS123456. The main content area is titled 'Provider Dashboard' and features several sections: Provider Name (Best Beginnings - Aurora - Child Care), Provider ID (PV123456), Provider Rights & Responsibilities Agreement (Completed on 10/27/2018), Online Invoicing Participation (Participating), Invoices & SOPs (Current Invoice Status: No Action Required), and Staff Portal Access (Update Access).

1. **START HERE** If... You are the Director of **Multiple** Facilities.

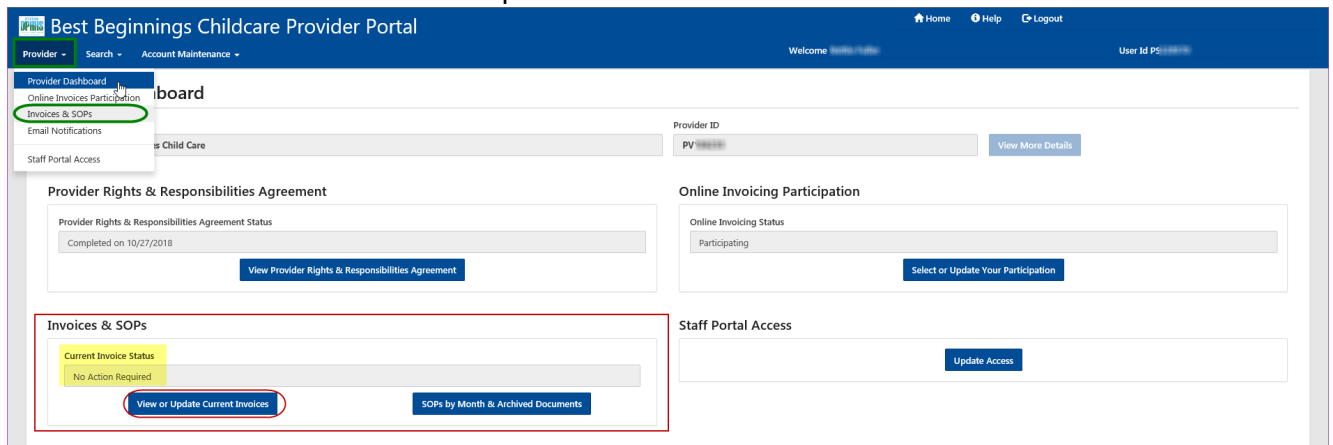
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
 - Select Provider
 - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section **(Red Square & Circle)**
 - Select “View or Update Current Invoices”

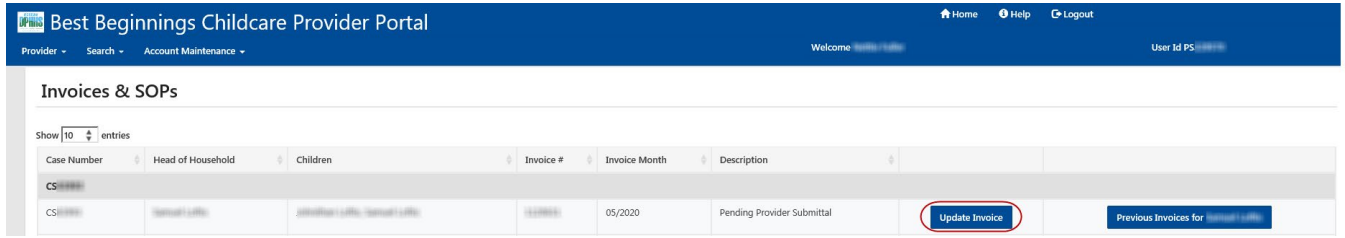


Note: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above **(yellow highlight)** that there is **“No Action Required”** for Invoices that this facility has.

*“No Action Required” does not mean that the facility does not have invoices.

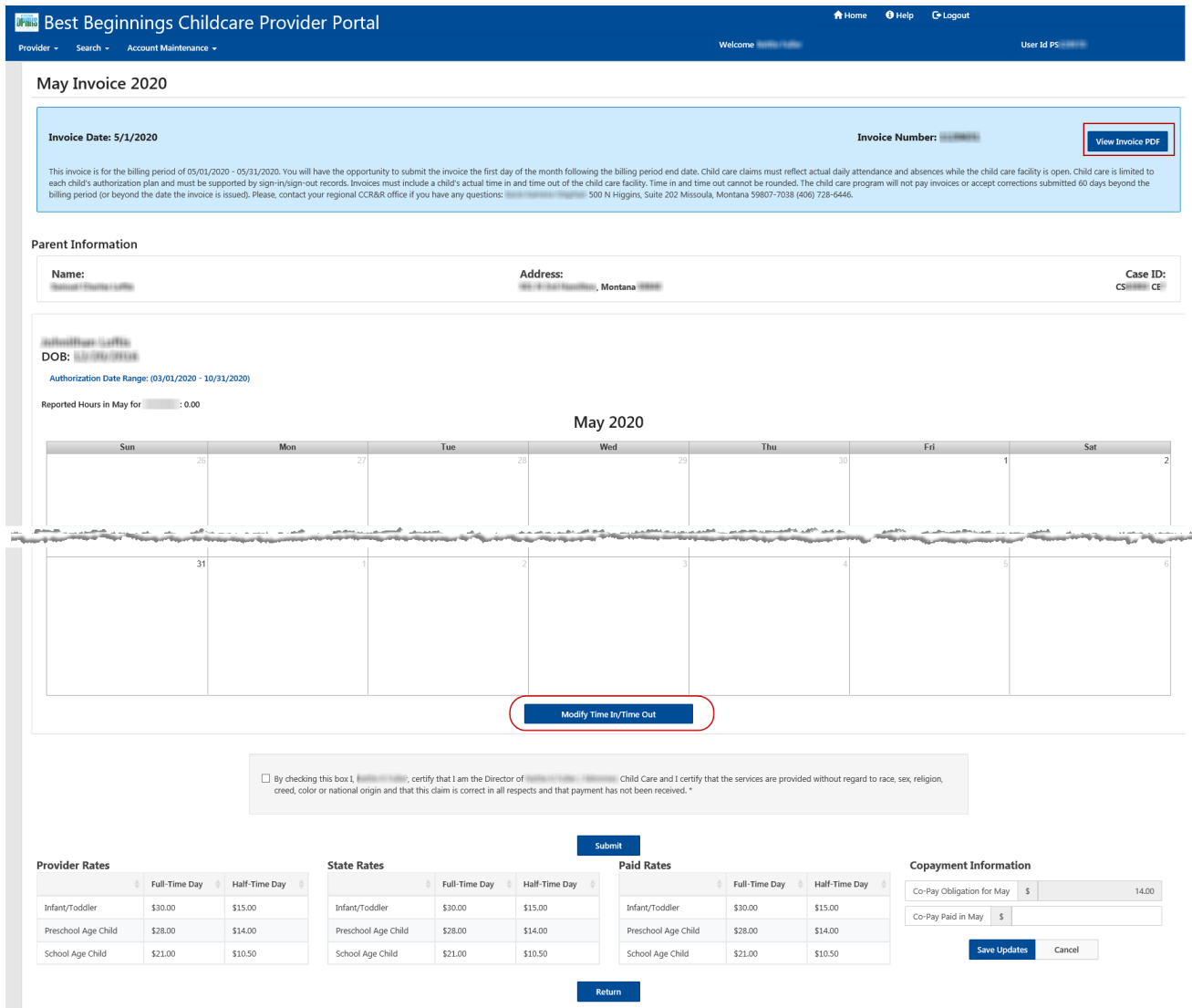
3. Invoices & SOPs Page

- iv. Select “Update Invoice” on the Invoice that you want to work on (Red Circle)
 - This will open the Invoice Summary Page



4. On the Invoice Summary Page

- Select the Modify Time In/Time Out button (Red Circle)
 - This will open the Invoice Time Entry page where a child’s attendance can be entered



5. Invoice Time Entry

- The Invoice Time Entry page will display a line for each day of the month. (below is just a sample page)
- For each day enter:
 - Time In & Time Out
 - *Time is to be entered as Actual Time. Example: 8:13am
 - Comments (see example below)
 - *Special characters (\$%@, etc) are not allowed in the comments field
- Select “+Add Row” (Red Circle) in order to add additional rows for a single day
 - This allows entry when a child may leave mid-day
 - *Example: Row 2 below is before and after school attendance by a school age child

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance Welcome User Id PS

Invoice Time Entry

Child Name: [REDACTED] DOB: [REDACTED] Invoice ID: [REDACTED] Billing Period: 05/01/2020 - 05/31/2020

Detail Date	Day Of Week	Time In	Time Out	Hours	Comment	
5/1/2020	Friday	7:46 AM	5:34 PM	9.8	Registration Fee \$30	+ Add Row
5/2/2020	Saturday	6:32 AM	8:10 AM	1.63	Example for a School Age Child who attended before and after school	+ Add Row
		3:32 PM	6:10 PM	2.63		
5/31/2020	Sunday					+ Add Row

Showing 1 to 31 of 31 entries

Save and Return Cancel

6. Return to the Invoice Calendar Summary page after data entry is completed

- Select “Save and Return” to save changes and to return to the Invoice Calendar Summary page. (Green Circle)
- The Invoice Calendar screen will be displayed again showing the total hours reported for the month

5/31/2020 Sunday Time In: [REDACTED] Time Out: [REDACTED] Hours: [REDACTED] + Add Row

Comment: [REDACTED]

Showing 1 to 31 of 31 entries

Save and Return Cancel

7. Invoice Calendar Summary Page

- **Entering the Copayment (Green Square & Circle)**
 - Enter the Copayment that has been received for the service month that the invoice is for. (Yellow Highlight inside the Green square)
 - Click the “Save Updates” button (Green Circle)
 - Copayment has been saved

 - **Submitting the Invoice (Red Square & Circle)**
 - Mark the checkbox at the bottom of the page verifying that you are the director of the facility, etc... (Yellow Highlight inside the Red Square)
 - Click the “Submit” button (Red Circle)
 - The invoice has been saved and submitted
- c. **Return to the Invoices & SOPs page**
- Select “Return” button

Best Beginnings Childcare Provider Portal

Home Help Logout

Welcome [Name] [Last Name]

User ID [ID]

May Invoice 2020

Invoice Date: 5/1/2020 Invoice Number: [Number] [View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCRAR office if you have any questions: [Phone] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

Parent Information

Name: [Name] Address: [Address], Montana [Zip] Case ID: [ID]

DOB: [DOB] Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for [Child Name]: \$4.00

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					8:30am - Full Time Day 7:45a - 8:34p 8:30am - Half Time Day 8:32a - 8:10a 8:32p - 8:10p	
31						

[Modify Time In/Time Out](#)

By checking this box I, [Name], certify that I am the Director of [Child Care] and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received.

[Submit](#)

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$ 14.00

[Save Updates](#) [Cancel](#)

[Return](#)

8. Invoices & SOPs Page

- Invoice Description should now display “Submitted Online mm/dd/yyyy 00:00:00 am” with the date and time that the invoice was submitted.

Best Beginnings Childcare Provider Portal

Provider - Search - Account Maintenance - Welcome [Name] Help Logout User Id PS [ID]

Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS-1234	[Redacted]	[Redacted]	123456	05/2020	Submitted Online 06/10/2020 04:00:23 PM	Update Invoice	Previous Invoices for [Redacted]

UNSUBMITTING AN INVOICE

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The top navigation bar includes 'Home', 'Help', and 'Logout' icons, along with a 'Welcome' message and 'User Id PS'. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing 8 entries. Each entry includes a Provider/Facility Name, a Provider ID, and a Status of 'No Action Required'.

Provider/Facility Name	Provider ID	Status
Best Beginnings	PV12345	No Action Required
Best Beginnings - Boulder Site	PV12346	No Action Required
Best Beginnings - Greenwood 12345	PV12347	No Action Required
Best Beginnings - Greenwood	PV12348	No Action Required
Best Beginnings - Holly 12345	PV12349	No Action Required
Best Beginnings - Housing Authority - Best Beginnings	PV12350	No Action Required
Best Beginnings - Park 12345	PV12351	No Action Required
Best Beginnings - Westwood 12345	PV12352	No Action Required

Showing 1 to 8 of 8 entries

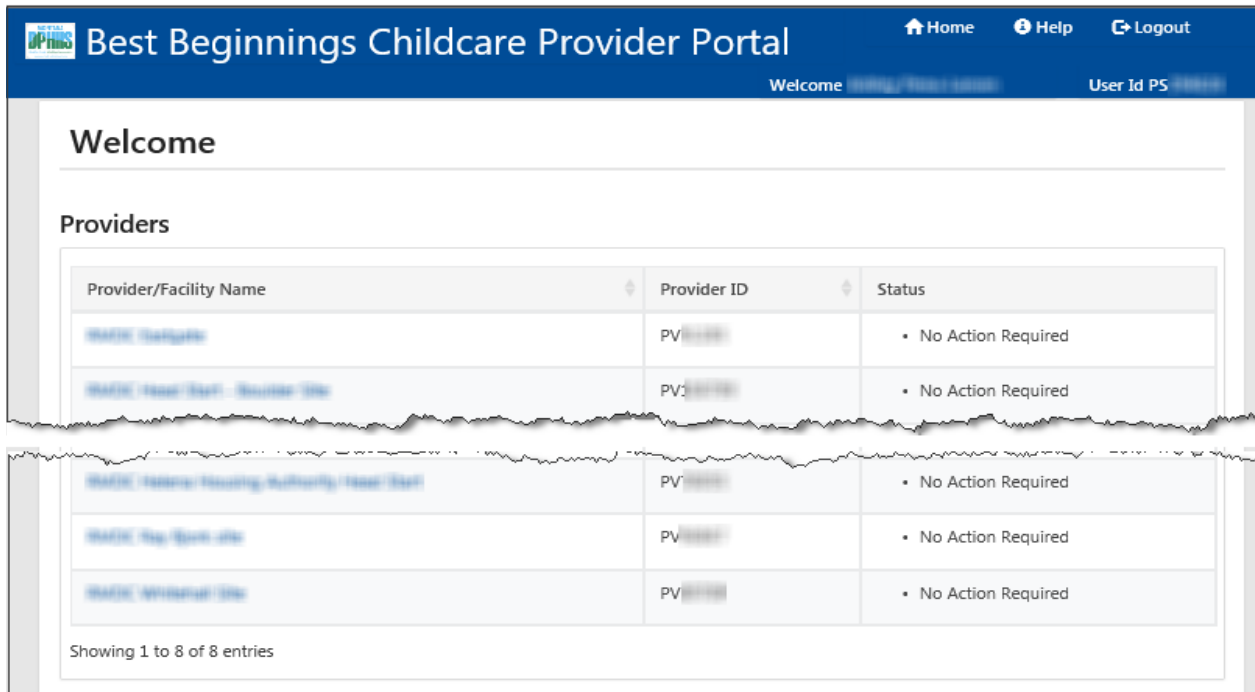
Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface for a single provider. The top navigation bar includes 'Home', 'Help', and 'Logout' icons, along with a 'Welcome' message and 'User Id PS'. The main content area is titled 'Provider Dashboard' and features several sections: 'Provider Name' (Best Beginnings - Child Care), 'Provider ID' (PV12345), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

1. **START HERE** If... You are the Director of **Multiple** Facilities.

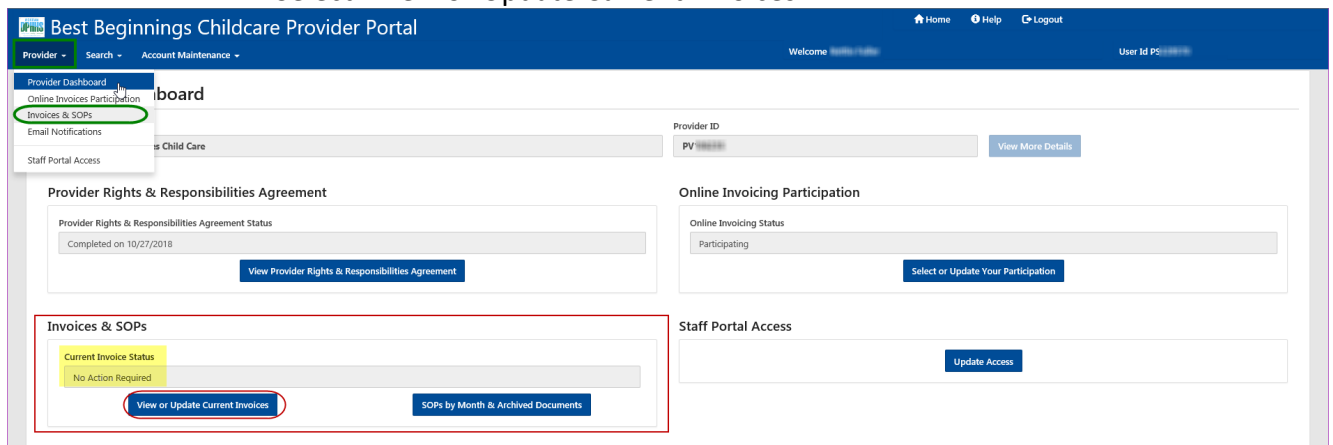
- Click on the Provider/Facility Name in the Provider/Facility Name List.
- You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... **(Green Square & Circle)**
 - Select Provider
 - Select Invoices & SOPs
- Option 2: in the "Invoices & SOPs" section **(Red Square & Circle)**
 - Select "View or Update Current Invoices"

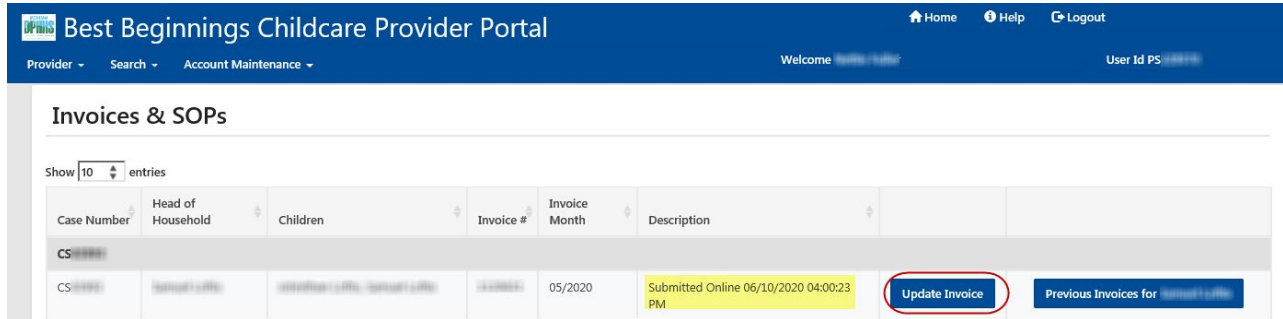


Note: Current Invoice Status for any invoices that the Facility has will be displayed in the Invoices & SOPs section. It can be seen above **(yellow highlight)** that there is **"No Action Required"** for Invoices that this facility has.

*“No Action Required” does not mean that the facility does not have invoices.

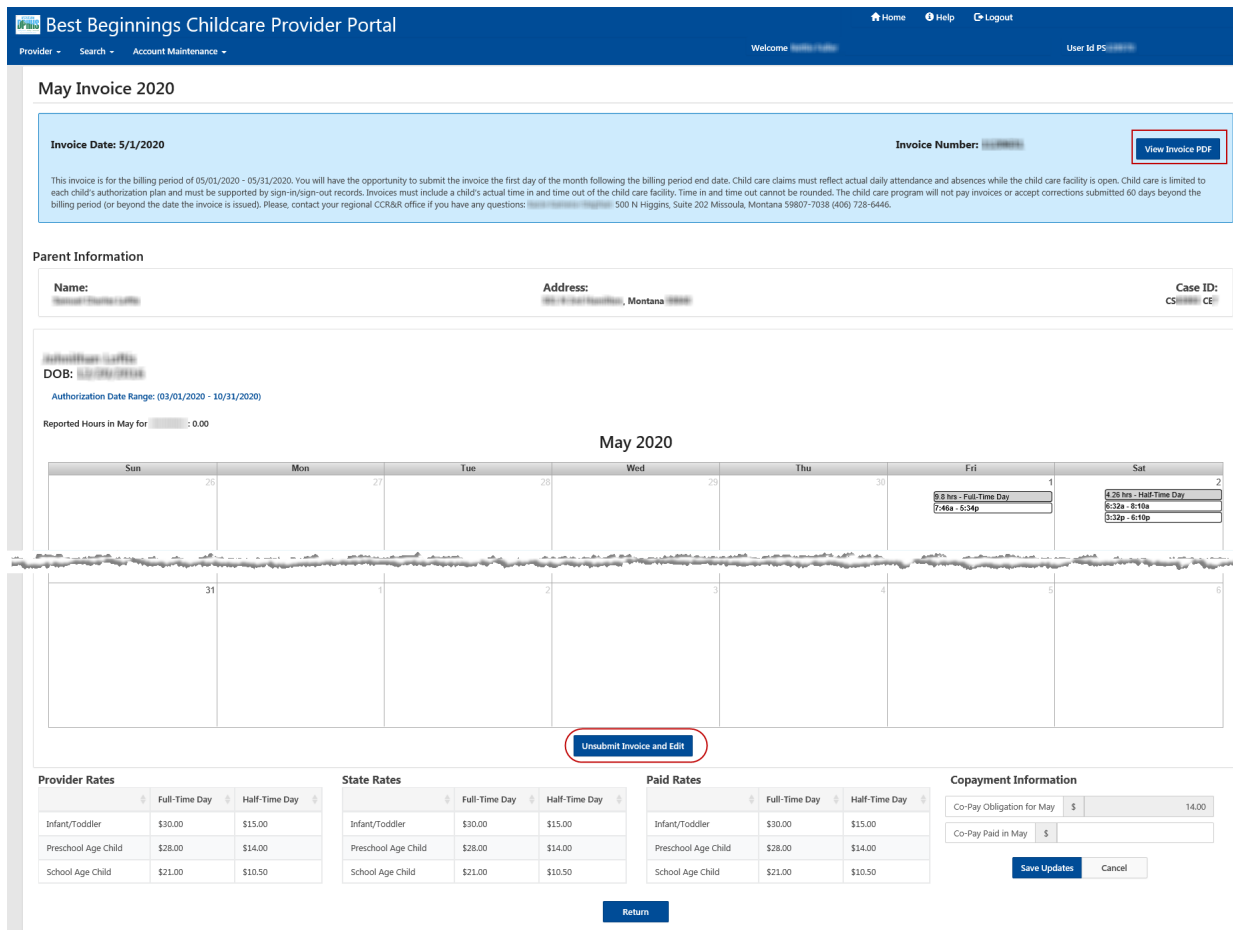
3. Invoices & SOPs Page

- Invoice Description will display “Submitted Online mm/dd/yyyy 00:00:00 am” with the date and time that the invoice was submitted.
- Select “Update Invoice” on the Invoice that you want to work on (**Red Circle**)
 - This will open the Invoice Summary Page



4. On the Invoice Summary Page

- Select the Unsubmit Invoice and Edit (**Red Circle**)
 - This will open the Invoice Time Entry page where a child’s attendance can be entered



5. On the Invoice Summary Page

- Select the Modify Time In/Time Out button (Red Circle)
 - This will open the Invoice Time Entry page where a child's attendance can be entered

Best Beginnings Childcare Provider Portal

Invoice Date: 5/1/2020 Invoice Number: [REDACTED] [View Invoice PDF](#)

Parent Information

Name: [REDACTED] Address: [REDACTED], Montana [REDACTED] Case ID: CS [REDACTED] CE [REDACTED]

DOB: [REDACTED] Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for [REDACTED] : 0:00

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
31	1	2	3	4	5	6

[Modify Time In/Time Out](#)

By checking this box I, [REDACTED], certify that I am the Director of [REDACTED] Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received.

[Submit](#)

Provider Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

State Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Paid Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$ [REDACTED]

[Save Updates](#) [Cancel](#)

[Return](#)

6. Invoice Time Entry

- The Invoice Time Entry page will display a line for each day of the month. (below is just a sample page)
- For each day enter:
 - Time In & Time Out
 - *Time is to be entered as Actual Time. Example: 8:13am
 - Comments (see example below)
 - *Special characters (\$%@, etc) are not allowed in the comments field
 - Select "+Add Row" (Red Circle) in order to add additional rows for a single day
 - This allows entry when a child may leave mid-day
 - *Example: Row 2 below is before and after school attendance by a school age child

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance

Welcome User Id PS

Invoice Time Entry

Child Name: [Text Field] DOB: [Text Field] Invoice ID: [Text Field] Billing Period: 05/01/2020 - 05/31/2020

Detail Date	Day Of Week	Time In	Time Out	Hours		
5/1/2020	Friday	7:46 AM	5:34 PM	9.8		<input type="button" value="+ Add Row"/>
		Comment: Registration Fee \$30				
5/2/2020	Saturday	6:32 AM	8:10 AM	1.63		<input type="button" value="+ Add Row"/>
		3:32 PM	6:10 PM	2.63		
		Comment: Example for a School Age Child who attended before and after school				
5/31/2020	Sunday					<input type="button" value="+ Add Row"/>
		Comment:				

Showing 1 to 31 of 31 entries

7. Return to the Invoice Calendar Summary page after data entry is completed

- Select "Save and Return" to save changes and to return to the Invoice Calendar Summary page. **(Green Circle)**
- The Invoice Calendar screen will be displayed again showing the total hours reported for the month

5/31/2020 Sunday Time In: [Text Field] Time Out: [Text Field] Hours: [Text Field]

Comment: [Text Field]

Showing 1 to 31 of 31 entries

8. Invoice Calendar Summary Page

- **Entering the Copayment (Green Square & Circle)**
 - Enter the Copayment that has been received for the service month that the invoice is for. **(Yellow Highlight inside the Green square)**
 - Click the "Save Updates" button **(Green Circle)**
 - Copayment has been saved
- **Submitting the Invoice (Red Square & Circle)**
 - Mark the checkbox at the bottom of the page verifying that you are the director of the facility, etc... **(Yellow Highlight inside the Red Square)**
 - Click the "Submit" button **(Red Circle)**
 - The invoice has been saved and submitted
- d. **Return to the Invoices & SOPs page**
 - Select "Return" button

Best Beginnings Childcare Provider Portal Home Help Logout
 Provider Search Account Maintenance Welcome [User Name] User ID PS[User ID]

May Invoice 2020

Invoice Date: 5/1/2020 **Invoice Number:** [ID] [View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: [Phone] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

Parent Information

Name: [Name] **Address:** [Address] **Case ID:** [ID]

DOB: [DOB] **Authorization Date Range:** (03/01/2020 - 10/31/2020)

Reported Hours in May for [Child Name]: 14.00

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Modify Time In/Time Out](#)

By checking this box I, [Name], certify that I am the Director of [Name] Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received.

[Submit](#)

Provider Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

State Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Paid Rates	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Copayment Information

Co-Pay Obligation for May \$ 14.00

Co-Pay Paid in May \$ 14.00

[Save Updates](#) [Cancel](#)

[Return](#)

9. Invoices & SOPs Page

- Invoice Description should now display "Submitted Online mm/dd/yyyy 00:00:00 am" with the date and time that the invoice was submitted.

Best Beginnings Childcare Provider Portal Home Help Logout
 Provider Search Account Maintenance Welcome [User Name] User ID PS[User ID]

Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description	
CS [ID]	[Name]	[Name]	[ID]	05/2020	Submitted Online 06/10/2020 04:00:23 PM	Update Invoice Previous Invoices for [Name]

INVOICE SUMMARY PAGE FEATURES

- **“View Invoice PDF” Button:**
 - Will open the PDF Notification of the invoice in a new web browser. This allows the invoice to be printed and completed manually.
- **“Authorization Date Range: (mm/dd/yyyy – mm/dd/yyyy):**
 - Will open the PDF Notification of the Authorization plan in a new web browser.
- **Calendar Summary:**
 - Displays the times entered on the Invoice Time Entry page once information is saved on that page.
- **Modify Time In/Time Out:**
 - Navigates user to the “Invoice Time Entry” page so that a Time In/Time Out can be entered
- **Director Certification:**
 - Certification that the director is submitting the invoice.
 - The Director is responsible for submitting the invoices and is the only staff person that has access to do so. **PASSWORDS are not to be shared in order to allow others to complete and submit invoices on the providers behalf**
- **“Submit” Button:** (if invoice has not been submitted for payment)
 - Saves the entered Time In/ Time Out information and submits the invoice for payment
 - Once submitted the following information is no longer visible
 - Modify Time In/Time Out selection
 - The Director Certification box

The screenshot shows a web interface with a blue button labeled "Modify Time In/Time Out" at the top. Below it is a grey box containing a certification statement: "By checking this box I, Nettie K Fuller, certify that I am the Director of Nettie K Fuller / Mimmies Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received." Below the box is a blue "Submit" button. At the bottom, there are four sections: "Provider Rates" with "Full-Time Day" and "Half-Time Day" dropdowns; "State Rates" with "Full-Time Day" and "Half-Time Day" dropdowns; "Paid Rates" with "Full-Time Day" and "Half-Time Day" dropdowns; and "Copayment Information" with a field for "Co-Pay Obligation for April" showing a dollar sign and the value "14.00".

- **“Unsubmit Invoice and Edit”:** (if invoice has been submitted for payment)
 - Unsubmits an invoice that has been submitted for payment.
 - Once submitted the following information will be visible again
 - Modify Time In/Time Out selection
 - The Director Certification box

The screenshot shows a web interface with a blue button labeled "Unsubmit Invoice and Edit" at the top. Below it are the same four sections as in the previous screenshot: "Provider Rates", "State Rates", "Paid Rates", and "Copayment Information". The "Copayment Information" field now shows "Co-Pay Obligation for May" with a dollar sign and the value "14.00".

- **Rates:**
 - The following rates are displayed: Provider Rates, The State Rates, The Paid Rates
- **Copayment Entry:**
 - Enter the received Copayment amount and select Save Updates (**Green Square and Circle**)
 - If no copayment has been received enter “0.00”
- **“Return” Button:**
 - Navigates the user back to the Invoice & SOPs page

See image of the Invoice Calendar on the following page

May Invoice 2020

Invoice Date: 5/1/2020

Invoice Number: [Redacted]

[View Invoice PDF](#)

This invoice is for the billing period of 05/01/2020 - 05/31/2020. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must reflect actual daily attendance and absences while the child care facility is open. Child care is limited to each child's authorization plan and must be supported by sign-in/sign-out records. Invoices must include a child's actual time in and time out of the child care facility. Time in and time out cannot be rounded. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your regional CCR&R office if you have any questions: [Redacted] 500 N Higgins, Suite 202 Missoula, Montana 59807-7038 (406) 728-6446.

Parent Information

Name: [Redacted]

Address: [Redacted], Montana [Redacted]

Case ID: CS [Redacted] CE [Redacted]

Authorization Office: [Redacted]

DOB: [Redacted]

Authorization Date Range: (03/01/2020 - 10/31/2020)

Reported Hours in May for [Redacted]: 0.00

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[Modify Time In/Time Out](#)

By checking this box I, [Redacted], certify that I am the Director of [Redacted] Child Care and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received. *

[Submit](#)

Provider Rates	State Rates	Paid Rates
	Full-Time Day	Half-Time Day
Infant/Toddler	\$30.00	\$15.00
Preschool Age Child	\$28.00	\$14.00
School Age Child	\$21.00	\$10.50

Copolyment Information	
Co-Pay Obligation for May	\$ 14.00
Co-Pay Paid in May	\$

[Save Updates](#) [Cancel](#)

[Return](#)

INVOICES & SOPs PAGE FEATURES

The Invoices & SOPs page – Features

The information contained on this page includes the following information:

- List of Current Cases and associated Invoices
 - Case Number
 - Head of Household
 - Children
 - Invoice
 - Invoice month
 - Description (this is the status of the invoice. For further information see the “Explanation of Invoice Statuses” document. The link to this document can be found at the bottom of the page. **(Green Circle)**)
 - Option to “Update Invoice”
 - Option to view “Previous Invoices for ...”
- Invoice Search
- SOP Search
- Explanation of Invoice Statuses **(see page 52)**
 - This document explains the various statuses that an invoice may be in.
- Payment Information **(see page 53)**
 - This document explains Scholarship payment information. Including when scholarship payments are processed for payment.

Best Beginnings Childcare Provider Portal

Provider Search Account Maintenance Welcome User ID PS

Invoices & SOPs

Show 10 entries

Case Number	Head of Household	Children	Invoice #	Invoice Month	Description		
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	03/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	05/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)
CS-12345	Parent 1 (L)	Child 1 (L), Parent 1 (L)	123456	04/2020	Pending Provider Submittal	Update Invoice	Previous Invoices for Parent 1 (L)

Showing 1 to 9 of 9 entries

Invoice Search SOP Search

Previous 1 Next

[Explanation of Invoice Statuses](#)
[Payment Information](#)

VIEWING STATEMENT OF REMITTANCE/ARCHIVED DOCUMENTS

Start with Step 1 If... You are the Director of **Multiple** Facilities

One Director - Multiple Facilities

The screenshot shows the 'Best Beginnings Childcare Provider Portal' interface. The header includes the logo, navigation links for Home, Help, and Logout, and a welcome message. The main content area is titled 'Welcome' and features a 'Providers' section with a table listing 8 providers. Each row in the table includes the Provider/Facility Name, Provider ID, and Status (all listed as 'No Action Required').

Provider/Facility Name	Provider ID	Status
Best Beginnings Childcare	PV12345	No Action Required
Best Beginnings Childcare - Location 1	PV12346	No Action Required
Best Beginnings Childcare - Location 2	PV12347	No Action Required
Best Beginnings Childcare - Location 3	PV12348	No Action Required
Best Beginnings Childcare - Location 4	PV12349	No Action Required
Best Beginnings Childcare - Location 5	PV12350	No Action Required
Best Beginnings Childcare - Location 6	PV12351	No Action Required
Best Beginnings Childcare - Location 7	PV12352	No Action Required

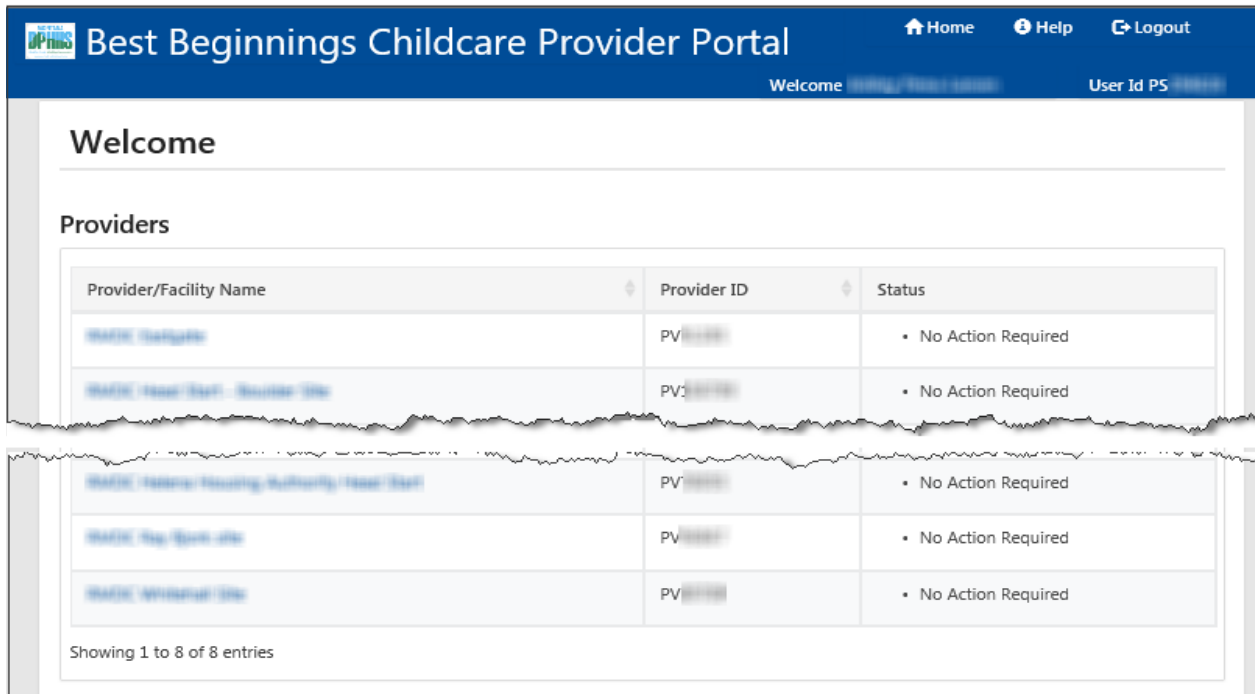
Showing 1 to 8 of 8 entries

Start with Step 2 If... You are the Director of **One** facility

One Director – One Facility

The screenshot shows the 'Provider Dashboard' for a single facility. The header includes the logo, navigation links for Home, Help, and Logout, and a welcome message. The dashboard is divided into several sections: 'Provider Name' (Best Beginnings Child Care), 'Provider ID' (PV12345), 'Provider Rights & Responsibilities Agreement' (Completed on 10/27/2018), 'Online Invoicing Participation' (Participating), 'Invoices & SOPs' (Current Invoice Status: No Action Required), and 'Staff Portal Access' (Update Access).

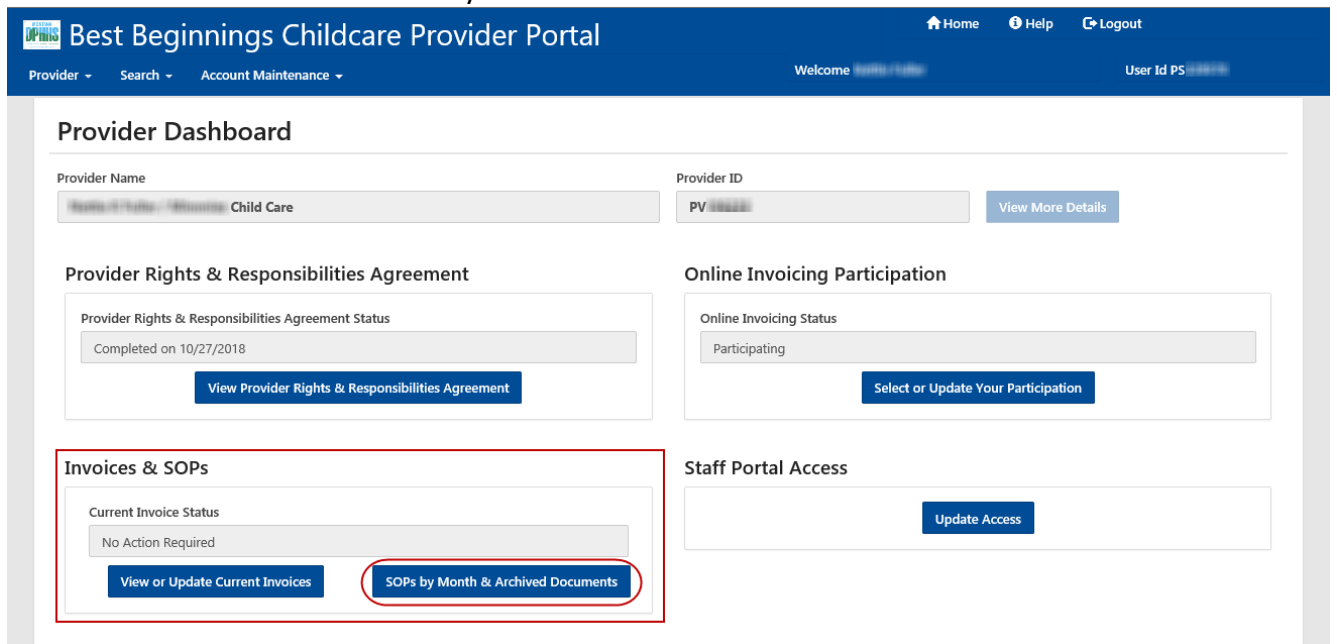
1. **START HERE** If... You are the Director of **Multiple** Facilities.
 - a. Click on the Provider/Facility Name in the Provider/Facility Name List.
 - b. You will be taken to the Provider Dashboard seen in Step 2.



2. **START HERE** If... You are the Director of **One** facility

From the Provider Dashboard there is 1 way to access the “Provider Statement of Payment List” page

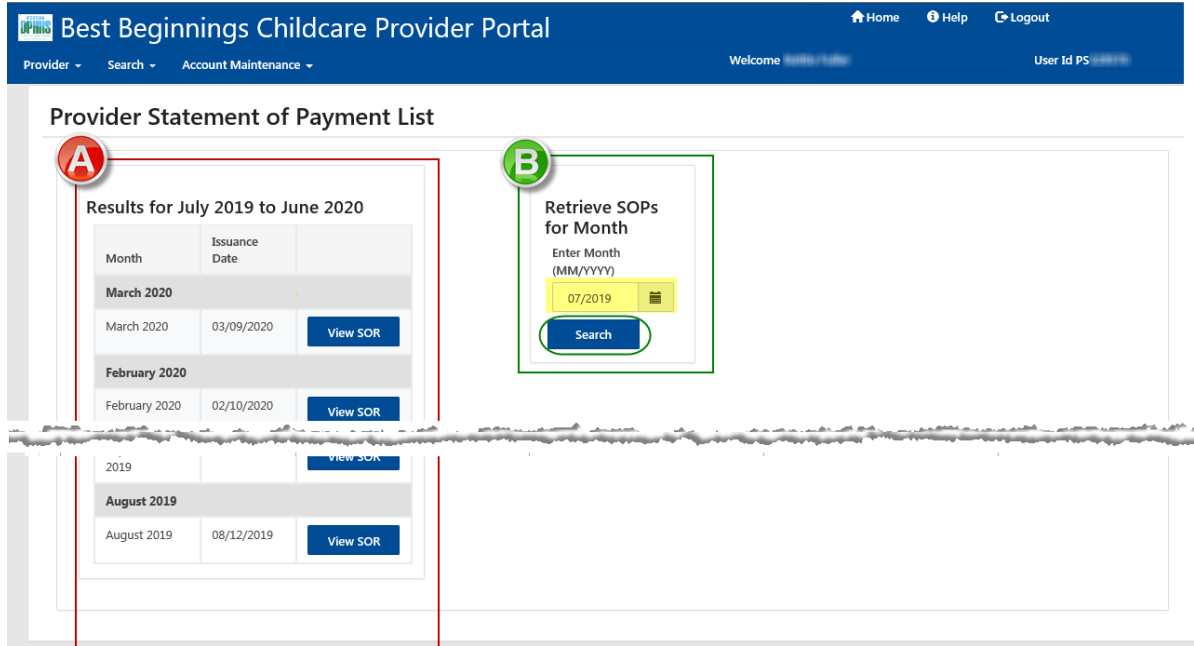
 - In the “Invoices & SOPs” section **(Red Square & Circle)**
 - Select “SOPs by Month & Archived Documents”



3. Provider Statement of Payment List page (2 sections)

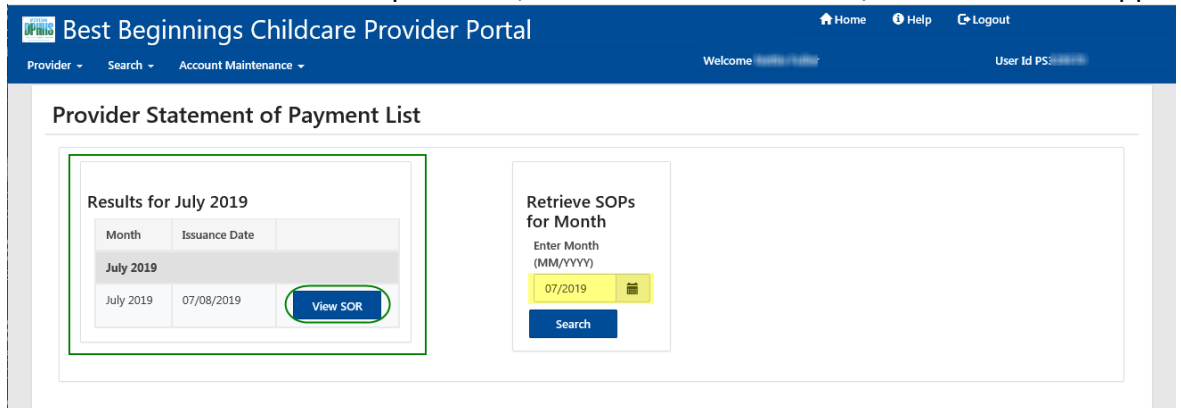
a. SOPs for the Current Year (Example Below: Results for July 2019 to June 2020)

- Select “View SOP” for the SOP that you want to view.
*SOPs are issued on a weekly basis.
 - If only one SOP was issued during the month only one SOP will be listed for the month
 - If more than one SOP was issued during the month, all SOPs will be listed under the month that they were issued.
- A PDF of the selected SOP will open in a new Web Browser window.



b. Retrieve SOPs for Month

1. Enter “The Month” and year (mm/yyyy) for the SOPs that are desired.
(Yellow Highlight in Green Square – above image)
2. Select Search (Green Circle – above image)
3. After Search is selected in Step 2 above, the results for the Month/Year entered will appear.]



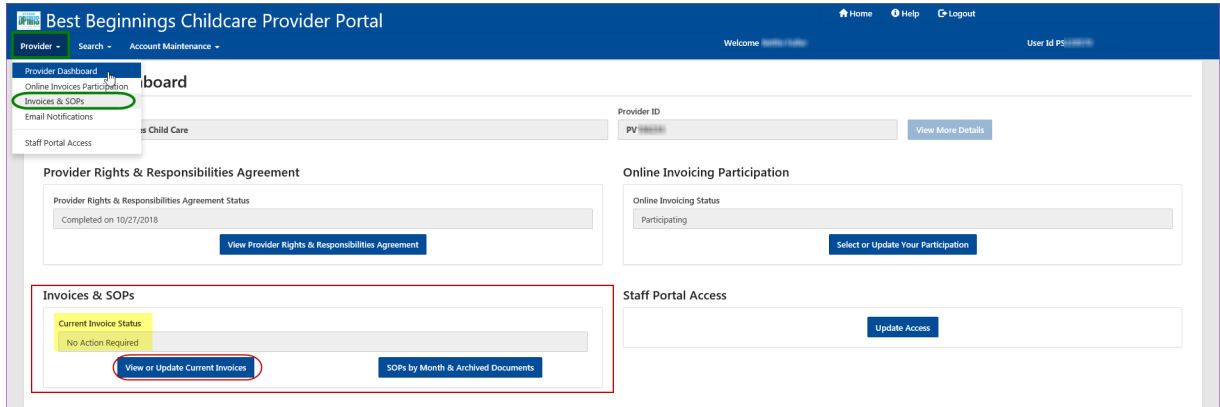
4. Select “View SOP”
 - A PDF of the selected SOP will open in a new Web Browser window.

VIEWING EXPLANATION OF INVOICE STATUSES DOCUMENT

1. Access the Invoices & SOPs page

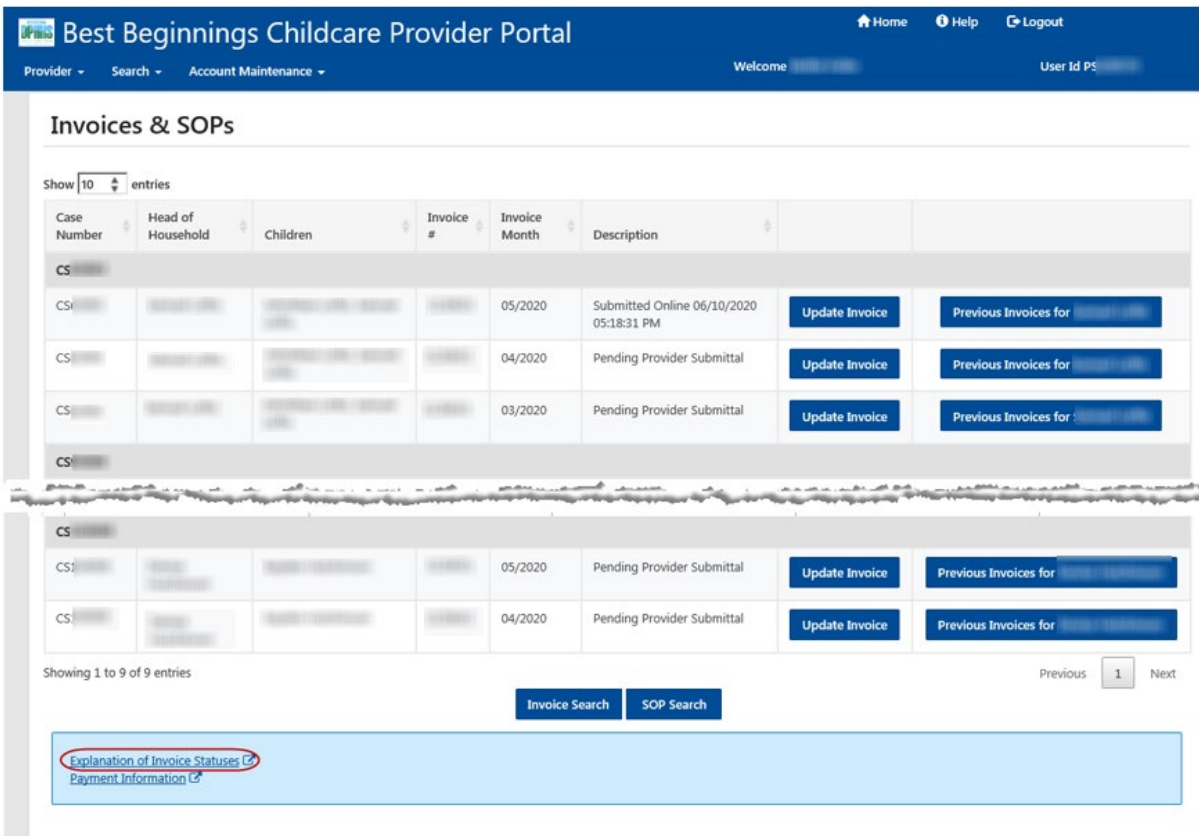
From the Provider Dashboard there are 2 ways to access the Invoices & SOPs page

- Option 1: on the Best Beginnings Childcare Provider Portal Menu.... (Green Square & Circle)
 - Select Provider
 - Select Invoices & SOPs
- Option 2: in the “Invoices & SOPs” section (Red Square & Circle)
 - Select “View or Update Current Invoices”



2. Invoices & SOPs page

- Select “Explanation of Invoice Statuses”
- A PDF of the “Explanation of Invoice Statuses” document will open in a new Web Browser window.



LOGGING OUT

1. Menu Bar

- Click the Logout button in the upper right corner. **(Red Circle)**
- This bar appears regardless of what page you are on

The screenshot shows the 'Best Beginnings Childcare Provider Portal' dashboard. The top navigation bar is blue and contains 'Home', 'Help', and 'Logout' (circled in red). Below the navigation bar, the dashboard is divided into several sections:

- Provider Name:** Displays 'Best Beginnings Child Care' with a 'View More Details' button.
- Provider ID:** Displays 'PV 123456' with a 'View More Details' button.
- Provider Rights & Responsibilities Agreement:** Shows 'Completed on 10/27/2018' and a 'View Provider Rights & Responsibilities Agreement' button.
- Online Invoicing Participation:** Shows 'Participating' and a 'Select or Update Your Participation' button.
- Invoices & SOPs:** Shows 'No Action Required' and buttons for 'View or Update Current Invoices' and 'SOPs by Month & Archived Documents'.
- Staff Portal Access:** Shows an 'Update Access' button.

2. Login screen

- Is now displayed.
- You can sign on again or close your browser.

The screenshot shows the 'Best Beginnings Childcare Provider Portal' login screen. The top navigation bar is blue and contains 'Home', 'Help', and 'Logout' (circled in red). Below the navigation bar, the login section is titled 'Login' and contains the following elements:

- User ID:** A text input field.
- Password:** A text input field.
- Submit:** A blue button.
- Cancel:** A white button.
- Forgot password?:** A link to the forgot password page.
- Provider Portal User Guide:** A link to the user guide.
- Disclaimer:** A text box containing the following text: "This computer system is the property of the State of Montana and is subject to the use policies located at: <http://mom.mt.gov>. This computer system may contain sensitive U.S. and State government information and is limited to authorized personnel only. Authorized personnel may inspect any uses of this system. By using this system, the user consents to such inspection at the discretion of authorized personnel. Unauthorized access is a violation of state law 45-6-311, MCA, and prohibited by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and Chapter XXI, Section 1030. Unauthorized use of this system may result in disciplinary action, civil and criminal penalties. Federal punishment may include fines and imprisonment for not more than 10 years, or both. By using this system you indicate your consent to these terms and conditions of use. Log off immediately if you do not agree to these conditions."