



Provider Portal User Manual

April 2016



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1 INTRODUCTION

Welcome to the ELCHC Provider Portal!

The Hillsborough County Provider Portal is a secure, web-based application that supports provider services offered by the Early Learning Coalition of Hillsborough County. The *Provider Portal* was specifically designed for providers to be able to:

- ◆ Create and submit their School Readiness and Voluntary Prekindergarten (VPK) agreements
- ◆ Complete and submit the annual Child Care Resource and Referral Update
- ◆ Upload documents required to support the terms of their Provider Agreement(s)
- ◆ Submit School Readiness and VPK attendance
- ◆ Complete and submit Ages and Stages Questionnaires (ASQ)
- ◆ Receive and create messages in a secure environment.

The Portal is administered by The Early Learning Coalition of Hillsborough County and the information for each provider is secure and can only be seen by entering a User ID and Password.

About This Manual

This user manual provides basic descriptions of the features and screens in the Provider Portal, as well as step-by-step instructions for Portal navigation. You will find detailed information and instructions for accessing and completing screens needed to submit a Provider Agreement and other Coalition documentation. The entries and names seen in the illustrations contained within do not contain actual provider data or names and are provided merely for illustrative purposes. All of the screens in the Provider Portal use drop-down menus, links, and point and click techniques to provide a familiar and easy-to-use method for providers to find and complete secure online forms.

As the modules, features and capabilities of the Provider Portal grow and expand, the Coalition will update this manual to ensure that you have access to an up-to-date tool to help you navigate and use the Portal. Additionally, throughout the manual you will see Portal Tips that will offer users additional information and advise on using the Portal. You can locate the most up-to-date version of this manual in the Downloadable Documents section of the Portal Dashboard as well as on the Coalition website at www.elchc.org.

2 PROVIDER PORTAL BASIC INFORMATION

Accessing the ELCHC Provider Portal

In order to use the Portal, providers must have a working computer and access to the Internet. The web browser installed on the computer used to access the Portal (i.e. Google Chrome, Firefox, Microsoft Edge, Safari, etc.) should be up-to-date so that all of the program features work properly.

There are two ways to access the Portal. The first is by typing the Provider Portal web address, <https://providersportal.elchc.org>, directly into the URL bar at the top of your screen. Then press enter. Please note that since the Portal is a secure web site, you do NOT need to enter www when typing in the URL address!

The screenshot shows the ELC PROVIDER PORTAL interface. At the top is a dark blue header with the text "ELC PROVIDER PORTAL" in white. Below the header is a light gray section titled "Important Time Sensitive Announcements". The main content area is divided into two columns. The left column is titled "LOGIN" and contains a "Username (email)" input field, a "Password" input field, a blue "LOGIN" button, and a "Reset Password" link. The right column is titled "CREATE ACCOUNT" and contains a "Username (email)" input field, a "Re-enter Username" input field, a "Password" input field, a "Re-enter Password" input field, a "Provider Id" input field, a "Provider Extension" input field, an "Attestation" section with a paragraph of text, a "Name of the Child Care Business" input field, a "Title" dropdown menu (showing "Select one..."), a "First Name" input field, a "Last Name" input field, and a "Phone Number" input field.

The second way to access the Provider Portal is through the Coalition's website. Simply type in ELCHC's web address, www.elchc.org, in the URL bar and press enter. Click on the main Provider page, scroll down and click on the button that says Provider Portal. No matter which way you choose to access the Portal, the first thing you will see is the **Provider Portal Login** screen (See figure to the left).

Creating an Account

If this is your first time using the Portal you **MUST** create a user account. You will establish a User Name, which will be your email address, and a secure Password. Each individual that needs access to the Provider Portal will need to have their own email address and password. Portal user accounts should not be shared.

To **create an account** you will access the panel on the right of the Portal Login screen (see *image below*). To create an account enter the following information:

1. **Username (email)**
Enter your active business email address
2. **Re-enter Username**
Re-enter your active business email address
3. **Password**
Create a secure password with at least 7 characters. It must contain characters from 3 of the following categories:
 - Upper case letter (i.e. A, B, C,)
 - Lower case letter (i.e. a,b,c)
 - Number 0-9
 - Non-alphanumeric characters (i.e. !, @, \$, %)

Remember passwords are case sensitive.
4. **Re-enter Password**

The screenshot shows the 'ELC PROVIDER PORTAL' header. Below it is a section for 'Important Time Sensitive Announcements'. The main area is divided into two panels: 'LOGIN' on the left and 'CREATE ACCOUNT' on the right. The 'CREATE ACCOUNT' panel contains the following fields and instructions:

- Username (email)**: Input field.
- Re-enter Username**: Input field.
- Password**: Input field. Below it, text reads: 'Free email address are available through [Yahoo](#) or [Google](#)'.
- Re-enter Password**: Input field.
- Provider Id**: Input field. Above it, text reads: 'The following information will be used to verify your Provider status.'
- Provider Extension**: Input field.
- Attestation**: Text reads: 'The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.'
- Name of the Child Care Business**: Input field.
- Title**: Dropdown menu with 'Select one...'.
- First Name**: Input field.
- Last Name**: Input field.
- Phone Number**: Input field.

At the bottom of the 'CREATE ACCOUNT' panel is a blue button labeled 'CREATE ACCOUNT'.

This is a detailed view of the 'CREATE ACCOUNT' form. It includes the following elements:

- Header**: 'CREATE ACCOUNT' in bold.
- Step 1**: 'Username (email)' input field.
- Step 2**: 'Re-enter Username' input field. Below it, text reads: 'Free email address are available through [Yahoo](#) or [Google](#)'.
- Step 3**: 'Password' input field.
- Step 4**: 'Re-enter Password' input field.
- Verification Section**: Text reads: 'The following information will be used to verify your Provider status.' Below this are input fields for 'Provider Id' and 'Provider Extension'.
- Attestation**: Text reads: 'The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.'
- Business Information**: Input field for 'Name of the Child Care Business'.
- Personal Information**: 'Title' dropdown menu (with 'Select one...' and a dropdown arrow), 'First Name' input field, 'Last Name' input field, and 'Phone Number' input field.
- Communication**: Input field for 'Email address to be used for communications by the Coalition'.
- Footer**: Text reads: 'Do not register again if you have previously used the site. Use the reset password link in the Login panel if you need to reset your password!' Below this is a blue button labeled 'CREATE ACCOUNT'.

Provider Status

The following information will be used to verify your Provider Status

5. Provider ID and Provider Extension

This information is obtained from the State EFS Database. If you do not know our Provider ID or Provider Extension, contact your Provider Specialist.

Attestation Section

This information is used to verify that the person signing up for the Portal User Account is permitted to have access and submit information on behalf of the provider site.

6. Name of Child Care Business

Enter the business name as noted on your childcare license.

7. Title

Enter the title of the person creating the account.

8. First Name

Enter the first name of the person creating the account.

9. Last Name

Enter the last name of the person creating the account.

10. Phone Number

Enter the phone number of the Child Care Business

11. Email address to be used for communications by the Coalition

12. Once you have verified that all information entered in all of the fields is correct, click on the blue **CREATE ACCOUNT** button. Only press once.

CREATE ACCOUNT

Username (email)

Re-enter Username

Free email address are available through [Yahoo](#) or [Google](#)

Password

Re-enter Password

The following information will be used to verify your Provider status.

Provider Id

5

Provider Extension

Attestation: The undersigned represents and warrants that he/she has full and complete authority to access and submit information on behalf of the entity listed below.

Name of the Child Care Business

6

Title

7

Select one...

▼

First Name

8

Last Name

9

Phone Number

10

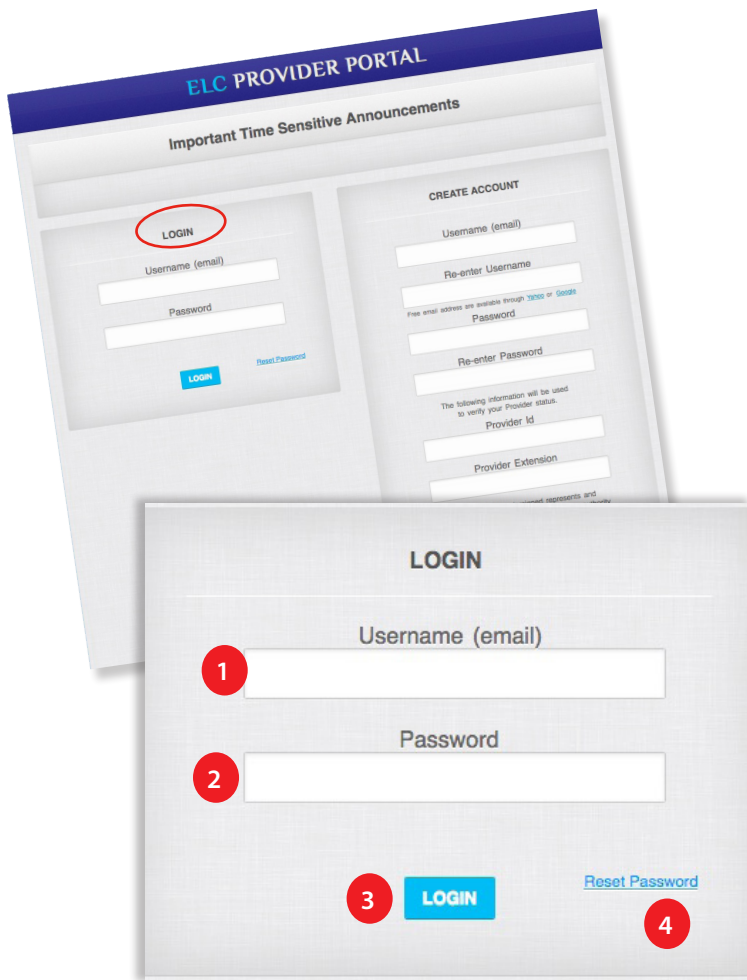
Email address to be used for communications by the Coalition

11

Do not register again if you have previously used the site. Use the reset password link in the Login panel if you need to reset your password!

12

CREATE ACCOUNT



RESET ACCOUNT PASSWORD
x

5
Username (email)

Please provide the following information to verify a Provider site assigned to your account.

6
Provider Id

7
Provider Extension

Please provide a new password and retype to verify.

8
New Password

9
Re-enter New Password

10
RESET PASSWORD

How to Login

Once you have created your User Account you may now Login to the Provider Portal.

To login you will access the left side of the Portal Login screen (see image at top left).

- 1. Username(email)**
Enter the Username, which is your email address, that you established when you created your user account.
- 2. Password**
Enter your password established when you created your user account.
- 3. Login**
Click on the blue LOGIN button.
- 4. Reset Password**
If you do not remember your Password, click on the blue Reset Password link in the lower right corner of the Login box.

Resetting the Account Password

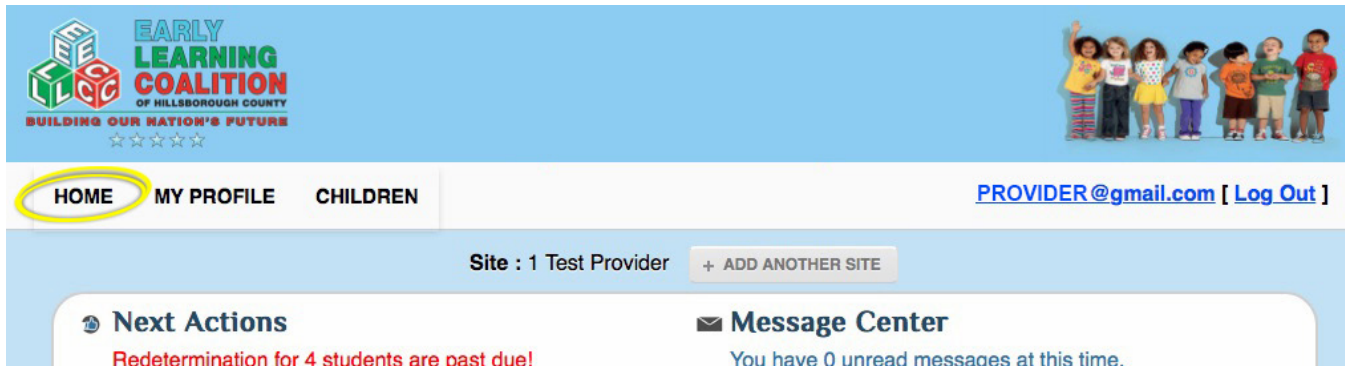
After clicking the Reset Password link, a Reset Account Password window will open. You will:

- 5. Username (email)**
Enter your email address
- 6. Provider ID**
This information is obtained from the State EFS Database. If you do not know our Provider ID, contact Coalition staff.
- 7. Provider Extension**
If you do not know your Provider ID, contact Coalition staff.
- 8. New Password**
Create a new Password that is at least 7 characters in length. It must contain characters from 3 of the following categories:
 - Upper case letter (i.e. A, B, C,)
 - Lower case letter (i.e. a,b,c)
 - Number 0-9
 - Non-alphanumeric characters (i.e. !, @, \$, %)*Remember passwords are case sensitive.*

- 9. Re-enter New Password**
- 10. Click on the blue Reset Password button.**

The Portal Home Screen

After clicking the Login button, the Portal will open to the Portal Home Page. While you are in the Portal, you may access the Home Page anytime by clicking on HOME in the upper menu bar.



The Home Page is divided into 4 primary sections that are referred to as the Dashboard. From the Dashboard users can navigate to all areas of the Portal. The 4 sections of the Dashboard are:

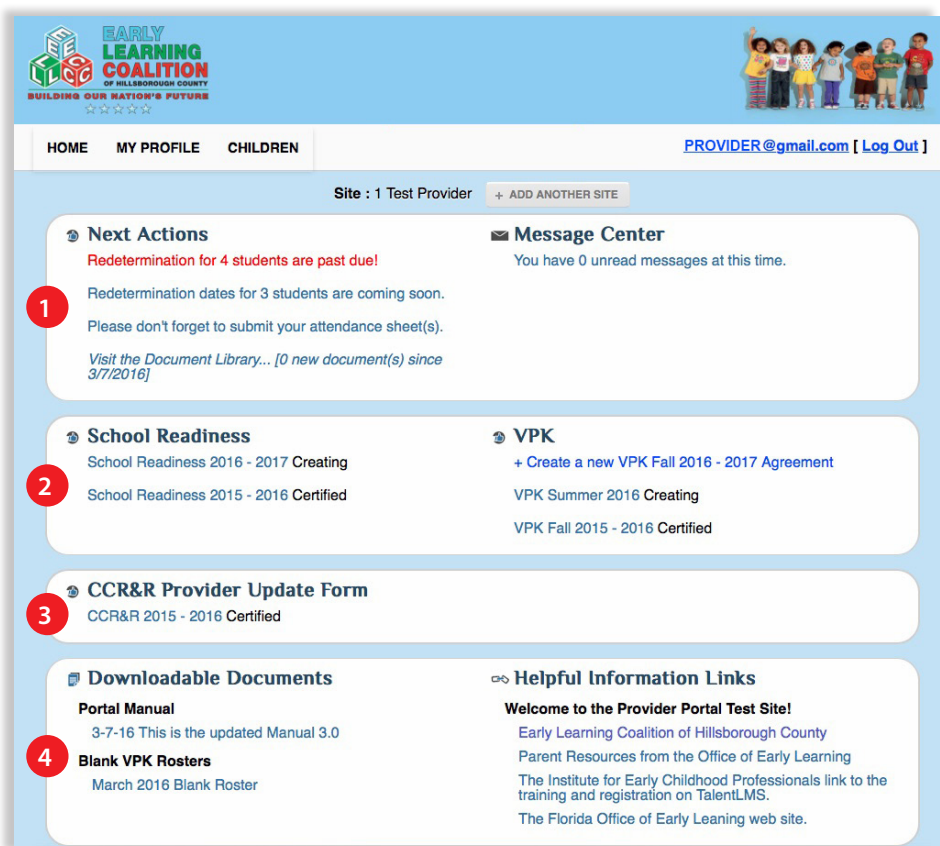
1. Next Actions and Message Center
2. School Readiness and VPK
3. CCR&R Provider Update Form
4. Downloadable Documents and Helpful Information Links

Each of the sections of the Dashboard contain links and messages that inform the user of the status of the provider site.

Urgent messages and/or actions will display in **red** so that the user may easily identify those items that require immediate attention.

Next Actions

This section contains links and reminders for all of the different areas in which you have 'active' items that need response or attention.



Message Center

The Message Center is a secure, online system where the user will communicate with the Coalition. The Portal will maintain all messages; both read and unread. Messages can also be categorized enabling easy reference at a later date. Users can reply to their received messages, search for old messages or create new messages.

How to Access the Message Center

The Message Center can be accessed by two methods. First is from the Dashboard located on the Portal Home Page (see top right image). There will be a message link indicating the number of unread messages that the user has. Simply click on the link to open the Message Center. Even if the link says the user has zero messages, clicking on the link will take the user to the Message Center.

The second way to access the Message Center is from the drop down menu located under My Profile tab of the Main Menu bar.

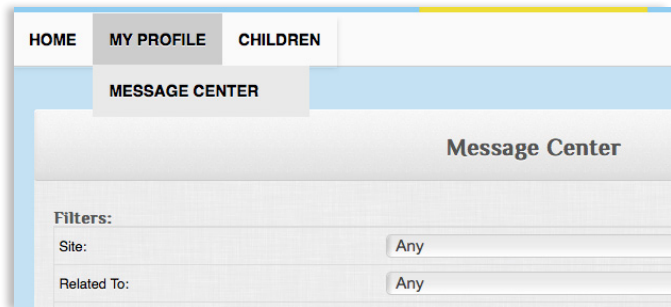
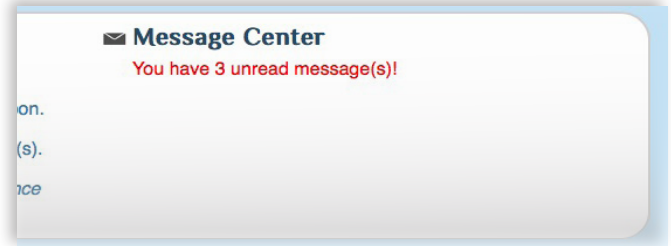
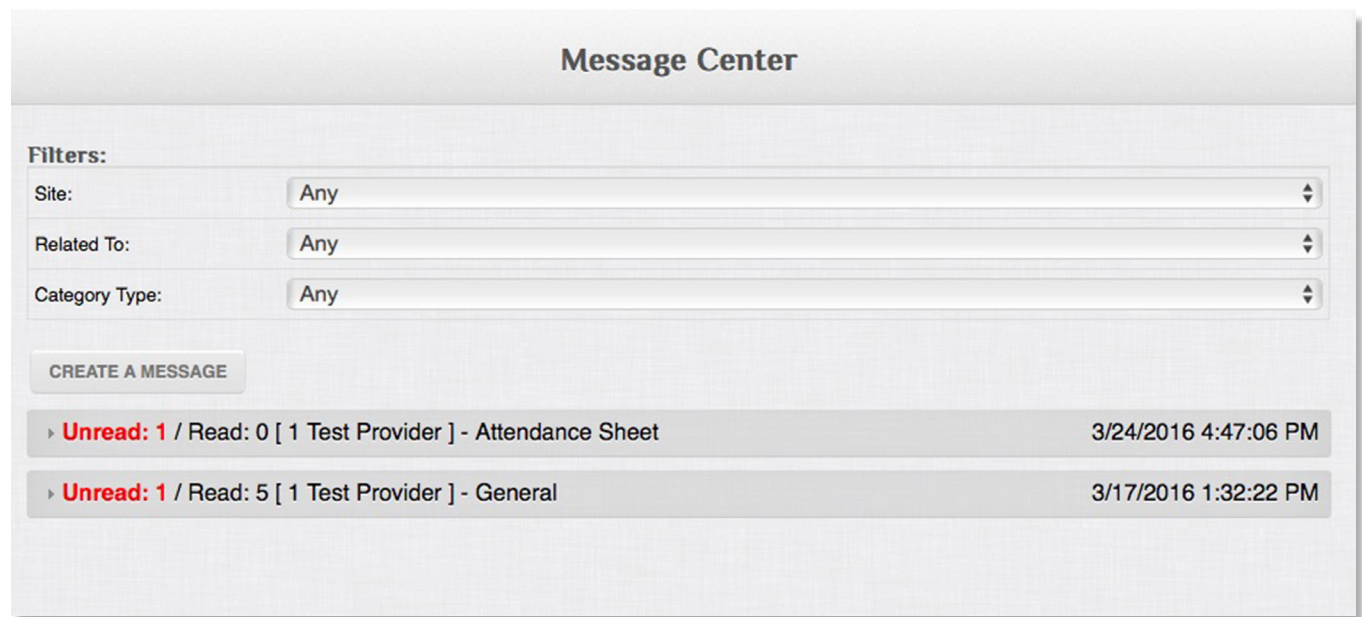


Figure #

When the Message Center opens, the user will see a window with the heading Message Center and a list of messages received by all the sites associated with the account (see image below).



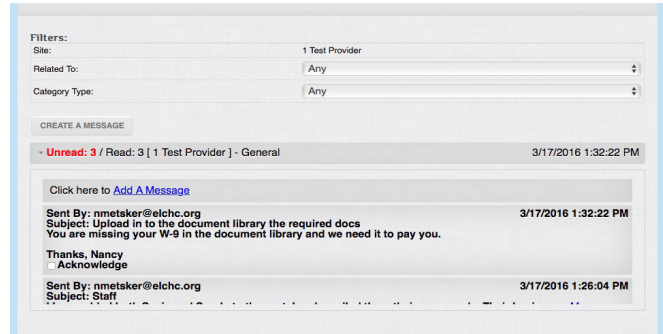
PORTAL TIP

Providers should **NEVER** send confidential information (i.e. child names, birth dates, social security numbers, etc.) via regular email. Always use the Message Center!

How to Open a Message in the Message Center

To open a message, simply click on the message that you want to read. The message will open and will look like the image at the top right. The user will be able to view the original message and all responses and replies that have been made in the email discussion. The user can scroll up and down within a message to read older messages. After reading a message click the Acknowledge box located in lower left corner of the message.

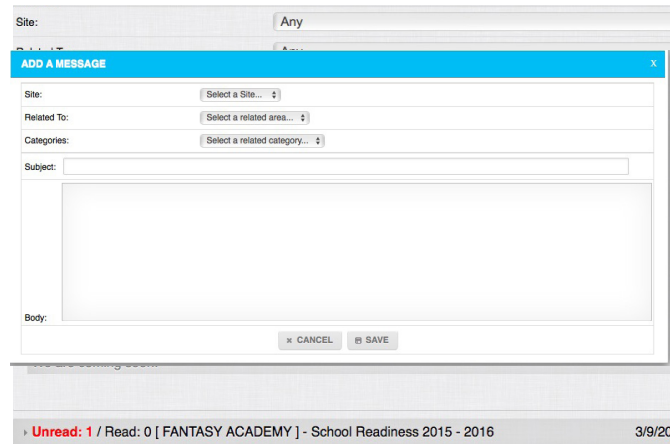
The Portal is designed to maintain a chain of related messages, so after you have acknowledged the message you may respond if needed.



How to Reply to a Message

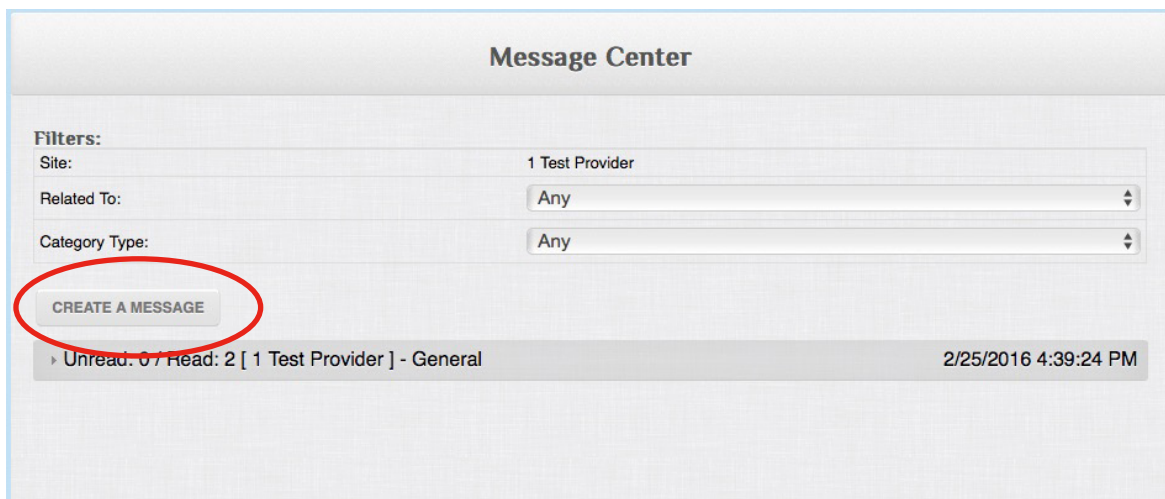
To reply to a message, click on the blue *"Add A Message"* link located at the top of the message chain. A blank message box will open on top of the Message Center.

Simply type your response in the box labeled Body. There is no need to enter a Subject. After the user has completed typing their message, click the *Save* button. If you do not wish to send the message, click the *Cancel* button.



How to Create a New Message

To create a new message, access the Message Center from the Home page Dashboard or via the dropdown menu under My Profile. The Message Center will open. Users should then click on the *Create A Message Button* (see below), which will open a blank message box.



The new message box will appear and will say ADD A MESSAGE in the blue header.

At the top of the new message box you will see several drop down menus that are called *filters*. You will use these filters to group messages by topic area, subject, and category. This will make it easier for users to search for messages a later date. The filters are as follows:

1. Site

If your program has more than one site, you can select the site that the message pertains to.

2. Related To

This filter has a drop down menu with has several choices. These choices impact what is available to you in the Categories filter. For instance:

	'Related To' Menu Choices		'Categories' Menu Choices are:
If you select	Agreements	<i>your choices are</i>	CCRR 15-16, SRS 15-16, SR 16-17, VPK 15-16, VPK Summer 2016, VPK 16-17
If you select	Attendance	<i>your choices are</i>	SR Sheet, VPK Sheet
If you select	Screenings	<i>your choices are</i>	ASQ3
If you select	General	<i>your choices are</i>	Any
If you select	Any	<i>your choices are</i>	Any

3. Categories

The selection made from the Related To filter dropdown menu will impact the choices that will display in this filter dropdown (see table above).

4. Subject

This is where you will tell the recipient what the message is about.

5. Body

This is where you will type your message.

6. Save or Cancel Button

If you are satisfied with the filters selected and your message, click the Save button to send the message. If you do not wish to send the message, click the Cancel button. It will be deleted.

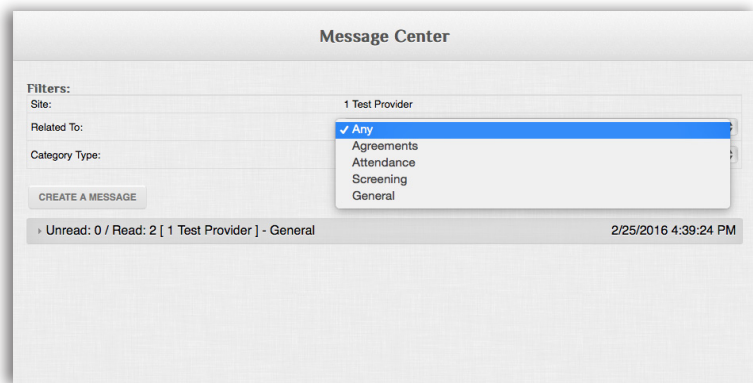
The screenshot shows a web form titled "ADD A MESSAGE" in a blue header. The form contains several fields and buttons, each numbered with a red circle:

- 1** Site: A dropdown menu with the text "Select a Site..." and a downward arrow.
- 2** Related To: A dropdown menu with the text "Select a related area..." and a downward arrow.
- 3** Categories: A dropdown menu with the text "Select a related category..." and a downward arrow.
- 4** Subject: A text input field.
- 5** Body: A large text area for typing the message.
- 6** At the bottom right, there are two buttons: "CANCEL" (with a red 'x' icon) and "SAVE" (with a green checkmark icon).

How to Use Filters in the Message Center

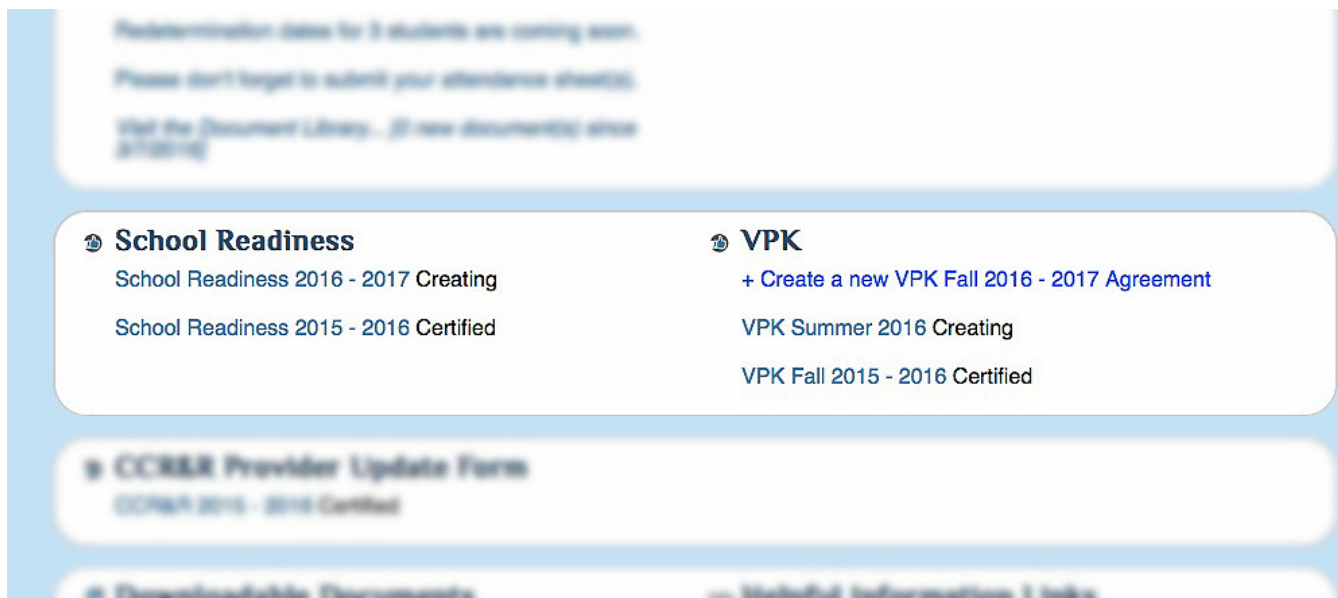
The main Message Center has the same filters as the new message box: Site, Related To, and Categories. In the Message Center you will use the filters to sort and locate all sent and received messages.

For example, if a user is looking for a message related to their VPK Attendance, they would select Attendance from the *Related To* dropdown menu. They would then select VPK Sheet from the *Category Type* dropdown menu. The Portal system will now display only those messages that meet the filter criteria. If no filters are selected, all messages for the selected site will display.



School Readiness and VPK

This section of the Dashboard is where users will create their School Readiness and/or Voluntary Prekindergarten (VPK) Statewide Provider Agreement(s). As you see in the image below, this section of the Dashboard contains links and notations regarding the status of documents for the user's site(s). The left side of the section is for School Readiness Agreements and the right side is for VPK Agreements.



PORTAL TIP

To ensure that you have gathered all of the required documentation to successfully complete your Provider Agreement, download the School Readiness and/or VPK Provider Agreement Contracting Checklist from the Downloadable Documents section of the Dashboard.

Creating a New School Readiness Agreement

To begin creating a new School Readiness Agreement, click on the blue link that says *Create a new School Readiness 20##-20 ##Agreement*. Click the appropriate link for the funding year for which you are applying.

A window will open asking you to verify that this the agreement that you wish to create. If it is the correct year, click on the Yes button.

 **School Readiness**

School Readiness 2016 - 2017 Creating


School Readiness 2015 - 2016 Certified

VI

+ C

VP

VP



You are about to create the following type of agreement:

School Readiness 2015 - 2016

For Site:

Your site name appears here

Please confirm this is the correct agreement for your needs.

YES

NO

After clicking Yes, the Agreement Details window will open. On the left side of the window is an area labeled Forms. It is there that you will see the name of the agreement that you selected. In the example to the right, this user has selected School Readiness 2016-2017. Under that the user will see the status of the agreement. At this point in the process it will say: *Status: Creating*. In the Forms area, you will select the blue link that says [OEL-SR20](#).

Clicking this link will open the State of Florida Statewide School Readiness Provider Agreement window.

AGREEMENT DETAILS

Unread: 0 / Read: 0 Messages

Forms

School Readiness 2016 - 2017

Status : Creating

SUBMIT AGREEMENT

The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
OEL-SR20	No	3/22/2016 1:24:36 PM
Agreement Documents	No	3/22/2016 1:20:16 PM

At the top of the Agreement Form OEL-SR 20 window you will see a navigation menu with three buttons.

1. **Close Form** - this button will close the form and take you back to the Agreement Details window.
2. **Save Changes** - This button will save all of the information that you have entered in the agreement document.
3. **Download as a PDF** - will allow you to download a copy of your agreement to your computer in Portable Document Format (PDF).

AGREEMENT FORM OEL-SR 20 1 Test Provider

1 Close Form 2 Save Changes 3 Download as a PDF Page 1 of 25

EDIT MODE

STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
FORM OEL-SR 20

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 2016, by and between the Early Learning Coalition of Hillsborough County (herein referred to as "COALITION"), and Test Provider (herein referred to as "PROVIDER"), with

4. Document Page Navigation Dropdown

If the form is more than one page, you will also see a small page navigation dropdown in the navigation menu bar. This dropdown tells you what page you are on in your document and the total number of pages of the document. To move to the next page of the Agreement, click the dropdown arrows next to the page number and a full list of the pages will appear. Simply click the page number that you would like to go to and the document will advance or go back to that specific page. You may also use the forward and backward arrows to navigate through pages one page at a time. Note that each time you move to a page, the system will automatically perform a save function.

PORTAL TIP




Although you can stop at any point and come back to the Agreement document by clicking the Save Changes button, make sure that you have all of the documents you'll need to upload before you start the process. If you don't know what you'll need, look at the School Readiness Agreement Completion Checklist available in the Downloadable Documents section of the Dashboard.

You will notice that this is the same Agreement that you have previously completed on paper. The system requires that you complete certain fields in the Provider Agreement. These fields are identified by gray boxes. These fields MUST be completed. If they are not completed the system will NOT allow you to submit the Agreement.

1. Licensed Name of Your Site

On page 1, paragraph one, of the Agreement you will enter the licensed name of your program site (as it appears on your child care license).



STATE OF FLORIDA

STATEWIDE SCHOOL READINESS PROVIDER CONTRACT

FORM OEL-SR 20

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 2016, by and between the Early Learning Coalition of Hillsborough County (herein referred to as "COALITION"), and Test Provider (herein referred to as "PROVIDER"), with its principal offices located at 6800 N. Dale Mabry, Tampa, FL 33614

- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) program providers, a list

2. Employer Identification Number

Enter the Employer Identification Number (EIN) or Social Security Number (SSN) for the owner of your facility in paragraph 1, section c.

and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

- c. **Employer Identification Number.** Insert PROVIDER's EIN here: 2
 If PROVIDER does not have an EIN, PROVIDER must insert PROVIDER's Social Security Number (SSN) here 987654321. PROVIDER's EIN or SSN is requested in accordance with sections (ss.) 119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for

You will now go to page 2 of the Agreement. If you press the Save Changes button, which is located in the top and bottom navigation bar of the screen, the Portal will save the information that you have entered and inform you what required fields remain to be completed.

3. Provider Eligibility - General Eligibility

On page 2, and continuing on page 3 in paragraph 7, you will indicate your provider type. You will select one of the boxes that best describes your Provider Type.

II. PROVIDER ELIGIBILITY

7. General Eligibility

- a. Provider Type.** To be eligible to deliver the school readiness program, PROVIDER must be one of the provider types identified in section (s.) 1002.88(1)(a), F.S., listed below. Check the box to indicate PROVIDER's type:

- 3** ☒ A child care facility licensed under s. 402.305, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

4. Curriculum

On page 4, paragraph 13, you will select the name of the State approved curriculum that your program is using. Clicking on this field will produce a dropdown list of options from the Approved Curriculum list. Scroll down the list to select the correct curriculum package. On the second line you will enter the edition or date the curriculum package was published.

- 13. Curriculum.** In accordance with s. 1002.88(1)(f), F.S., PROVIDER agrees to use the following state-approved curriculum or curricula in the provision of the SR Program:

- 4**
edition or date:
 If PROVIDER is using different curricula at different PROVIDER sites listed in Exhibit 1, PROVIDER must complete the column in Exhibit 1 indicating the name of the curriculum or curricula being used at each site. If PROVIDER is offering school age programs exclusively, PROVIDER may insert "Not Applicable" in the space provided.

5. Character Development

On page 4, paragraph 14, you will enter the name of the character development program used by your site on the first line. On the second line you will enter the edition or date the character development package was published.

- 14. Character Development Program.** In accordance with s. 1002.88(1)(g), F.S., PROVIDER agrees to implement the following character development program to develop basic values:

- 5**
edition or date:
 If PROVIDER is using a different program at different PROVIDER sites listed in Exhibit 1, PROVIDER must complete the column in Exhibit 1 indicating the name of the character development program being used at each site. If PROVIDER is offering school age programs exclusively, PROVIDER may insert "Not Applicable" in the space provided.

6. Contact Person

On page 15, paragraph 70, Section b - Provider Contact, you will enter the name of your contact person for this contract. Also enter the contact person's contact phone number and email address.

70. Contact Persons.

a. **Coalition Contact.** The representative for COALITION for the purposes of this Contract is Lorinda Gamson, M.Ed. who can be contacted at (813) 999-0133 or by email at lgamson@elchc.org.

6

b. **Provider Contact.** The representative for PROVIDER for the purposes of this Contract is Rosie Test who can be contacted at 813-515-0804 or by email at nmetsker@elchc.org



PORTAL TIP

Provider Agreement Status Definitions:

Creating: Provider is in the process of completing an initial application

Submitted: Provider has submitted an Agreement to the Coalition for review

Reviewing: The Coalition is reviewing the submitted Agreement; provider can no longer make changes

Reviewed: Coalition's review found no errors or missing information during its initial review and is sent for certification

Certified: The submitted Agreement has been certified and executed by the Coalition.

Rejected: Coalition's review found errors or missing information. The Agreement is sent back to the provider for corrections.



PORTAL TIPS

- Hovering over or clicking on form fields will open a pop-up window that offers tips and information. So if you're stumped about a particular field on a form, hover over the field with your mouse or click the field to get help right there on your screen.

- Remember to completely read each and every form and agreement before signing it! Make certain that the information is true and correct and that you understand. If you have questions, contact your Provider Specialist.

- The Portal allows users to enter information at their own pace. It saves all of the information entered and allows to you exit the system and return at a later time to complete a form or agreement.

7. Execution of Contract


On page 17 of the Agreement you will find the Execution of Contract section where the authorized person will sign the contract. Type in the name of the authorized person on the Signature and on the Print Name lines.

Check the “By Electronic Signature” box; enter the authorized person’s Title, and the date (today’s date). (If the facility is a corporation, the name of the authorized person must be a corporate officer.) If the authority has been given to someone other than a corporate officer, documentation of signature authority must also be submitted with the Agreement.

XIV. EXECUTION OF CONTRACT

In accordance with s. 1002.88(1)(p), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

7  _____
**Signature of President/Vice President/
 Secretary/Officer/Owner/Principal/or Other
 Authorized Representative**
☐ By Electronic Signature

Print Name

Title

Date

**Provider’s Additional Signatory (If required by
 the Provider)**

☐ By Electronic Signature

Print Name

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in paragraph 1.

Signature of Authorized Coalition Representative
☐ By Electronic Signature

Dave McGerald

Print Name

Chief Executive Officer

Title

Date

8. Exhibit 2: Required Documentation

On page 19 of the Agreement you will find Exhibit 2: Required Documentation. This is where you will indicate what you have uploaded to the Document Library (see page 40).

a. Private Child Care Rates

Check box and upload a copy of your private pay rate sheet.

b. Gold Seal Rates

Check the box that corresponds with your program's Gold Seal status.

c. Documentation of Eligible Child Care Provider

Private SR Providers - check the box that corresponds with licensing status and accreditation status and evidence of liability insurance.

Public Schools, Private Schools and Charter Schools - check the boxes that correspond with the documentation submitted for school status and evidence of liability insurance.

Exhibit 2: Required Documentation

Provider Name: Test Provider

PROVIDER must mark the appropriate box in each section or subsection below. In addition, if PROVIDER is executing this Contract on behalf of multiple public schools or private provider sites, PROVIDER must mark the documentation with the corresponding Location Number from Exhibit 1.

8a 1. Private Child Care Rates

- ☐ PROVIDER has provided a copy of its private child care rate information to COALITION with this Contract.

8b 2. Gold Seal Rates

- ☐ PROVIDER has provided a copy of documentation related to its Gold Seal status, if applicable, to COALITION with this Contract.
- ☐ PROVIDER does not possess a Gold Seal Quality Care Designation.

8c 3. Documentation of Eligible Child Care Provider**Private SR Providers**

- ☐ PROVIDER has provided a copy of its Certificate of Licensure which includes a DCF identification number.
- ☐ PROVIDER has provided a copy of its Letter of Confirmation which includes a DCF exemption number.
- ☐ PROVIDER certifies that it is not regulated by DCF and therefore does not require documentation from DCF.
- ☐ PROVIDER has provided a copy of its certificate of accreditation.
- ☐ PROVIDER has provided evidence of liability insurance.

Public School, Private School, and Charter School SR Providers

- ☐ PROVIDER is a public school and has provided a copy of documentation showing its school district and public school number.
- ☐ PROVIDER is a private school and has provided a copy of its Certificate of Licensure which includes a DCF identification number or a Letter of Confirmation which includes a DCF exemption number.
- ☐ PROVIDER is a charter school and has provided a copy of its charter which includes preschool aged children as a service population and documentation showing its school district and school number.
- ☐ PROVIDER has provided evidence of liability insurance.

d. Specialized Program Type

Check the box that corresponds with your participation status in the Head Start Program.

e. IRS W-9 Form

Check the box and upload a W-9 if there is not one in the Portal.

f. Documentation of Signature Authority

Check this box if you have uploaded a document that gives signature authority to an individual not listed with the Division of Corporations.

g. Current Sunbiz Print Out

Check this box if your facility is a corporation or is operating with a fictitious name. The Sunbiz listing should show an Active status.

- 8d** 4. **Specialized Program Type**
- ☐ PROVIDER offers the Head Start program.
- ☐ PROVIDER does not offer the Head Start program.
- 8e** 5. ☐ IRS W-9 Form (Request for Taxpayer Identification Number).
- 8f** 6. ☐ Documentation of signature authority.
- 8g** 7. ☐ Current Sunbiz print-out identifying the office, director or authorized person(s).

9. Exhibit 3: Provider Reimbursement Rates

On page 20 of the Agreement you will find the page where you will enter information about your Provider Reimbursement Rates. You will indicate:

a. Hours of Operation

Enter the hours of operation for your facility on the line under the Provider Name.

b. Gold Seal Designation

Check box that corresponds with your site's Gold Seal status.

Exhibit 3: Provider Reimbursement Rates

Provider Name: Test Provider

9a Provider Operational Hours: 6 am - 6 pm

PROVIDER must mark the appropriate box below indicating the appropriate provider type. In addition, PROVIDER must mark whether or not it has a Gold Seal Quality Care Designation. Finally, PROVIDER must complete the table below marked "To be completed by PROVIDER." COALITION will complete the remainder of the Exhibit.

9b Does PROVIDER have a Gold Seal Designation? ☐ Yes ☒ No

c. Provider's Private Pay Rates

In this table you will enter the DAILY rates for all of the age groups that your program serves at your site for both full-time and part-time care.

Does PROVIDER have a Gold Seal Designation? ☐ Yes ☒ No

9c

PROVIDER's Private Pay Rates (To be Completed by PROVIDER)

CARE LEVEL	(INF) <12 MTH	(TOD) 12<24 MTH	(2YR) 24<36 MTH	(PR3) 36<48 MTH	(PR4) 48<60 MTH	(PR5) 60<72 MTH	(SCH) In School	(SPCR) Special Needs
Full-Time Daily Rates	30	25	23	22	20	20	10	10
Part-Time Daily Rates	15	13.5	11.5	11	10	10	5	5
Before or After School Rates	N/A	N/A	N/A	N/A	5	5	5	5

10. Exhibit 4: Holiday Schedule

On page 22 of the Agreement you will enter your facility's holiday schedule. Enter the name of the holiday and the date(s) on which the holiday will be observed. The Coalition allows for 10 days that you would like to select as paid holidays. If there are additional days that your facility will not be open, please upload a copy of your program's calendar to the folder labeled Miscellaneous located in the Document Library (see page 40)

Click the green *Save Changes* button located at the top and bottom of your screen.

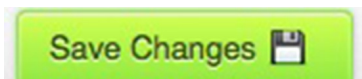


Exhibit 4: Holiday Schedule

10

Provider Name: Test Provider

Holiday	Date Observed

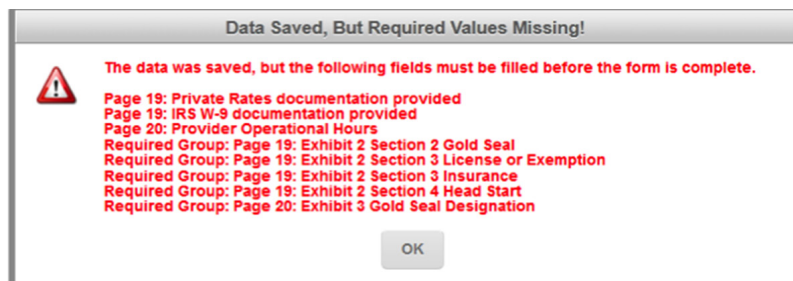
If the holiday falls on a Saturday, the holiday is observed on the Friday preceding the holiday. If the holiday falls on a Sunday, the holiday is observed on the Monday following the holiday.



PORTAL TIP

Get in the habit of clicking on the Save Changes button (located at the top and bottom of your screen) regularly as you enter information.

If there are any fields that are incomplete or items that are missing, the Portal system will deliver an error message via a pop-up error window, that will list the page numbers and items that still need to be completed (See image at right). After you have completed the Agreement and saved, the Portal will return you to the Agreement Detail Screen (see page 11).



11. OEL-20L or OEL20LE

When you return to the Agreement Detail Screen after completing the Agreement, you will now see the OEL-20 or the OEL-20LE forms, depending on the Provider Type that you checked in the Agreement. You will need to complete the appropriate form. Simply click on the blue link that says [OEL-SR 20](#) or [OEL-SR20L](#). The form will open. Complete the form as follows.

a. Site Name

Fill in the site name

b. Provider Type

Check box that corresponds with your program's Provider Type status.

c. Save Changes

Click on the Save Changes button. After clicking Save Changes, the user will be returned to the Agreement Details screen.

Form	Complete?	Last Modified
OEL-SR20	Yes	3/26/2016 10:41:24 AM
OEL-SR20L	Yes	3/26/2016 10:41:39 AM
Agreement Documents	Yes	3/26/2016 10:43:15 AM

STATE OF FLORIDA
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT
LICENSED PROVIDER RESPONSIBILITIES
FORM OEL-SR 20L

I. PARTIES AND PROVIDER TYPE

1. **Parties.** This document is executed as an attachment to the Contract made and entered into the 1st day of July, 2016, by and between the Early Learning Coalition of Hillsborough County (herein referred to as "COALITION"), and 1st Test Provider (herein referred to as "PROVIDER"). **11a**

2. **Provider Type.** To be eligible to deliver the school readiness program, PROVIDER must be one of the provider types identified in section (s.) 1002.88(1)(a), Florida Statutes (F.S.). This form is designed for use by licensed providers. PROVIDER must check the box to indicate PROVIDER's type:

11b ☒ A child care facility licensed under s. 402.305, F.S.

☐ A family day care home licensed or registered under s. 402.313, F.S.

☐ A large family child care home licensed under s. 402.3131, F.S.

☐ A before-school or after-school program described in s. 402.305(1)(c), F.S., which has elected to be licensed.

12. Agreement Documents

The last step before submitting your Agreement is to complete and submit required Agreement Documents. From the School Readiness Agreement Details screen you will click on the blue link labeled [Agreement Documents](#). When the window opens you will see 5 tabs labeled; License, Insurance, Accreditations, Rates, and Business.

a. School Readiness Agreement Documents - License Tab

The License tab will appear on top when the Agreement Documents screen opens. Users will click on the Edit button located in the lower right hand corner of the License tab.

12a

License Insurance Accreditations Rates Business

License

Document Type: License Certificate

Expiration

Document:

EDIT

CLOSE FORM

After clicking the Edit button the Edit the Document Information window will open (see below).

License Ins

EDIT THE DOCUMENT INFORMATION X

Document Type: License Certificate

Expiration Date: 3/1/2017

Current Document: AFFIDAVIT 6-1-2016.JPG

Select Document Source:

☒ Upload a new document

☐ From the Document Library

Upload New Document: Choose File no file selected

X CANCEL SAVE

EDIT

CLOSE FORM

EDIT THE DOCUMENT INFORMATION X

Document Type: License Certificate

Expiration Date: 2/15/2017

Current Document: License expires 2-15-2017 (1).pdf

Select Document Source:

☒ Upload a new document

☐ From the Document Library

Upload New Document: Choose File no file selected

X CANCEL SAVE

Complete the fields in the window as follows:

- Fill in the expiration date on your License.
- Next, scan your License into a PDF document and save it on your computer.
- Next to *Select Document Source:*, click the circle for *Upload a new document*
- Next to *Upload New Document*, click on the *Choose File* button to upload the License you scanned as a PDF and saved to your computer.
- Click the Save button.

If the document uploaded to the Portal properly, you will see the uploaded document's name in the License tab (see image below). To close the License tab, click on the Close Form button. Proceed to the next tab.

The screenshot shows a web portal interface with five tabs: License, Insurance, Accreditations, Rates, and Business. The 'License' tab is active. Below the tabs, the 'License' section contains the following information:

- Document Type:** License Certificate
- Expiration Date:** 3/1/2017
- Document:** AFFIDAVIT 6-1-2016.JPG (This text is circled in red in the original image)

An 'EDIT' button with a pencil icon is located to the right of the document name. At the bottom right of the form, there is a 'CLOSE FORM' button.

b. School Readiness Agreement Documents - Insurance Tab

Click on the tab that is labeled Insurance to open. You will edit the form, scan your documents and upload the required documentation just as you did under the license tab.

The screenshot shows the same web portal interface, but with the 'Insurance' tab selected. A red circle with the text '12b' is positioned above the 'Insurance' tab. The 'Insurance' section contains two document entries:

- Document Type:** Liability Insurance
- Expiration Date:** 3/1/2017
- Document:** AFFIDAVIT 6-1-2016.JPG

Below this entry is an 'EDIT' button with a pencil icon. The second entry is:

- Document Type:** Workers Compensation Insurance
- Expiration Date:** 4/6/2017
- Document:** AFFIDAVIT 6-1-2016.JPG

This entry also has an 'EDIT' button with a pencil icon. At the bottom right of the form, there is a 'CLOSE FORM' button.

c. School Readiness Agreement Documents - Accreditations

Only provider sites with Gold Seal Accreditation will need to upload documentation under this tab. If you are NOT a Gold Seal Accredited site, skip to School Readiness Agreement Documents - Rates. If you are a Gold Seal Accredited program site, click on the tab that is labeled Accreditations to open it. You will edit the form, scan your documents and upload the required documentation just as you did under the License tab.

License Insurance **12c** Accreditations Rates Business

Accreditations

Document Type: Accrediting Agency Certificate
Name of Accrediting Agency: Accrediting Agency Certificate
Expiration Date: 3/22/2017
Document: [AFFIDAVIT 6-1-2016.JPG](#)

[EDIT](#)

d. School Readiness Agreement Documents - Rates

You will open, edit the form, scan and upload the required documentation just as you have done for previous tabs in School Readiness Agreement Documents.

License Insurance Accreditations **12d** Rates Business

Rates

Document Type: Private Rates
Expiration Date: 6/30/2017
Document: [AFFIDAVIT 6-1-2016.JPG](#)

[EDIT](#)

e. School Readiness Agreement Documents - Business

You will open, edit the form, scan and upload the required documentation just as you have done for previous tabs in School Readiness Agreement Documents.

Agreement Documents School Readiness 2016 - 2017 1 Test Provider

License Insurance Accreditations Rates **Business**

Business

Document Type: IRS W-9
Expiration Date: 6/30/2017
Document: [AFFIDAVIT 6-1-2016.JPG](#)

[EDIT](#)

Document Type: Documentation of Signature Authority
Expiration Date: 6/30/2017
Document: [AFFIDAVIT 6-1-2016.JPG](#)

[EDIT](#)

[CLOSE FORM](#)

Once all your Agreement Documents are completed you may go back to the School Readiness Agreement Details screen to check the status of all your documents. If the status for all documents has changed to Yes, you are ready to submit your Agreement.

13. Submit the Agreement

Once all of the required forms and the Agreement have been completed the document status for each will change. The Forms status will change from No to Yes and the Submit Agreement button will be active. If you have not already, take time to review and verify that all information entered in the Agreement and all Forms is correct. Once you are satisfied that all of the information is correct, you are ready to submit your Agreement.

a. Submit Agreement

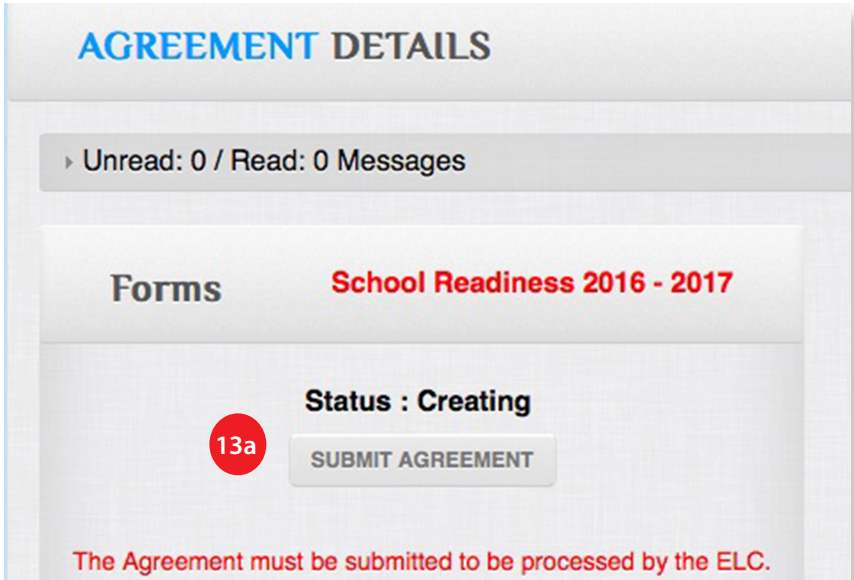
To submit your completed Agreement, click on the Submit Agreement button.

b. Submission Confirmation

The Portal will generate a pop-up window notifying you that you are about to submit an agreement and will require you to confirm this action. Click on the Yes button to confirm your submission. If you are not ready to submit, click on the No button. You cannot undo this action.

c. Agreement Status

If you click the Yes button in the confirmation window, the Portal will change the status of your submission from Creating to Submitted and will display a message that your Agreement is in the queue for processing by the Coalition.



AGREEMENT DETAILS

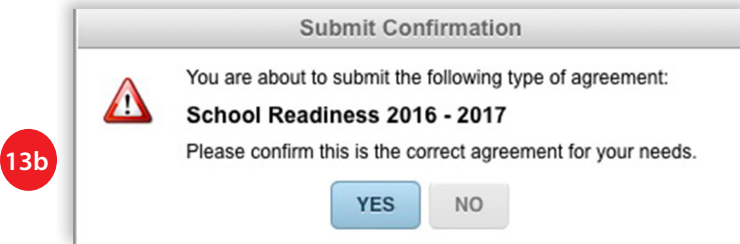
► Unread: 0 / Read: 0 Messages

Forms **School Readiness 2016 - 2017**


Status : Creating

13a **SUBMIT AGREEMENT**

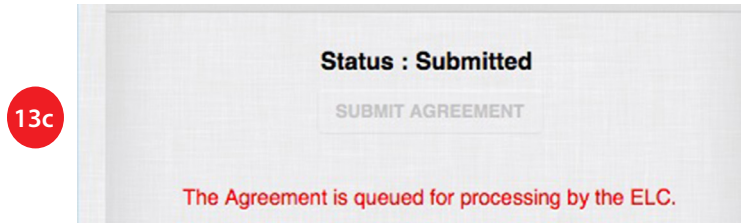
The Agreement must be submitted to be processed by the ELC.



Submit Confirmation

 You are about to submit the following type of agreement:
School Readiness 2016 - 2017
Please confirm this is the correct agreement for your needs.

13b **YES** **NO**



Status : Submitted

13c **SUBMIT AGREEMENT**

The Agreement is queued for processing by the ELC.

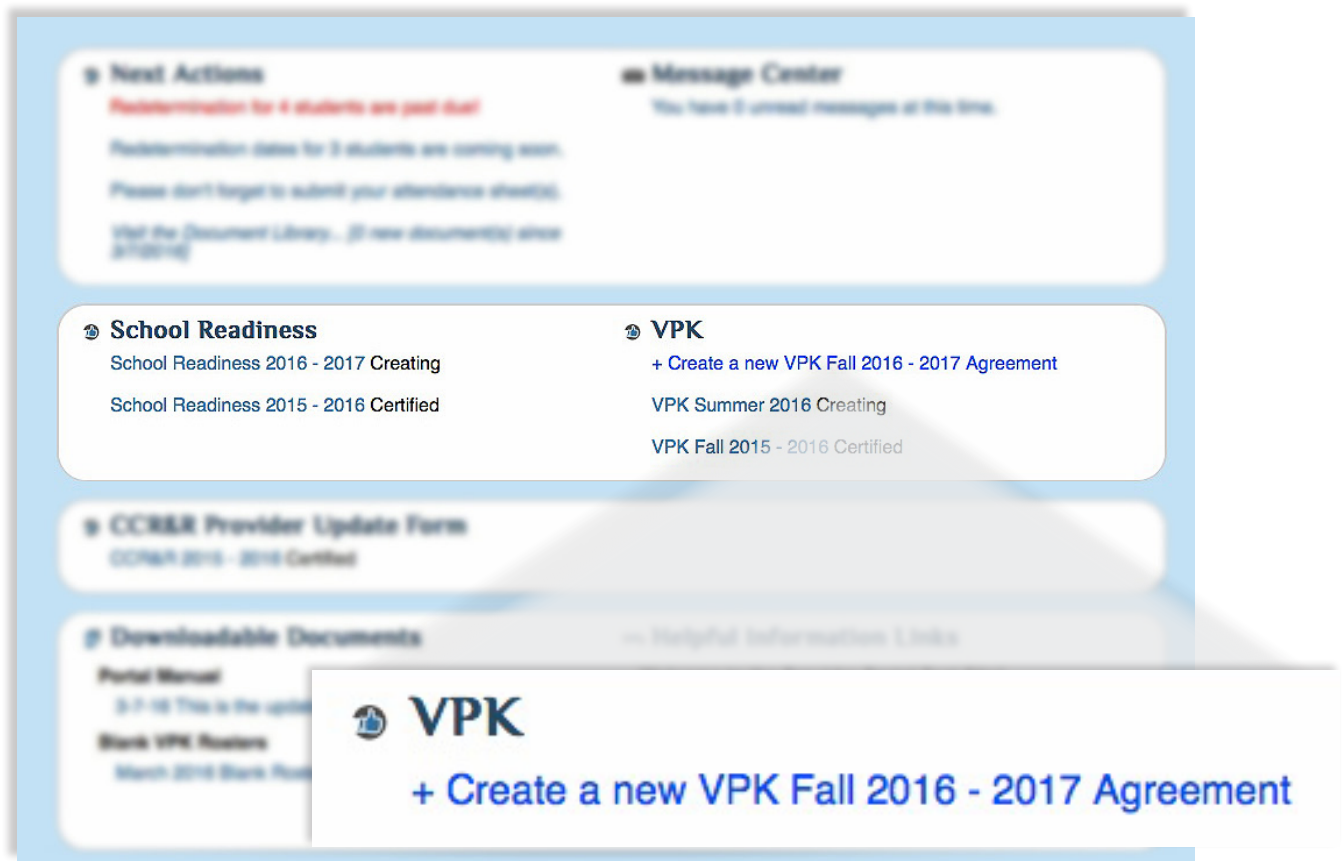


PORTAL TIP

IT IS IMPORTANT TO REMEMBER that Agreements are not fully executed until the Agreement Status is changed to **CERTIFIED**. See the **Portal Tip** on page 25 more details about status definitions.

Creating a New Voluntary Prekindergarten (VPK) Agreement

To begin creating a new Voluntary Prekindergarten Agreement (VPK), go to the Homepage Dashboard and click on the blue link that says [+ Create a new VPK 20##-20 ##Agreement](#). Click the appropriate link for the funding year for which you are applying (i.e. VPK Fall , VPK Summer).



PORTAL TIP



Provider Agreement Status Definitions:

Creating: Provider is in the process of completing an initial application

Submitted: Provider has submitted an Agreement to the Coalition for review

Reviewing: The Coalition is reviewing the submitted Agreement; provider can no longer make changes


Reviewed: Coalition's review found no errors or missing information during its initial review and is sent for certification

Certified: The submitted Agreement has been certified and executed by the Coalition.

Rejected: Coalition's review found errors or missing information. The Agreement is sent back to the provider for corrections.

A window will open asking you to verify that this is the agreement that you wish to create. If it is the correct Agreement and year, click on the Yes button.

Confirm Agreement Creation



You are about to create the following type of agreement:

VPK Fall 2016 - 2017

For Site:

FUSSELL LEARNING ACADEMY INC. DOWNTOWN

Please confirm this is the correct agreement for your needs.

YES
NO

After clicking Yes, the Agreement Details window will open. On the left side of the window is an area labeled Forms.

It is there that you will see a blue link to the VPK Provider Agreement ([OEL-VPK20](#)) as well as links to other forms required as part of the VPK Provider Agreement submission. ALL of these forms must be completed and submitted as part of the VPK Agreement process.

1. OEL-VPK10

To begin, the user will click on the blue link that says [OEL-VPK 10](#). This form documents licensing and director requirements.

AGREEMENT DETAILS
1 Test Provider

Unread: 0 / Read: 0 Messages



1
Forms

VPK Fall 2016 - 2017

Status : Creating


SUBMIT AGREEMENT


The Agreement must be submitted to be processed by the ELC.


Form	Complete?	Last Modified
OEL-VPK 10	No	3/16/2016 9:16:50 AM
OEL-VPK 11A 	No	3/16/2016 9:16:58 AM
OEL-VPK 11B 	No	3/16/2016 9:17:02 AM
OEL-VPK 20	No	3/16/2016 9:17:11 AM
Agreement Documents	No	3/16/2016 9:16:50 AM


Document Library


+ ADD NEW DOCUMENT



VPK Substitute Forms



1Partner Agency



1Partner Agency Expedites


Accreditation


ASQ Screenings


Banking-1099


Banking-Finance


Curriculum

When you open a form in the Portal you will see a navigation menu with three buttons at the top and bottom of your screen.

2. **Close Form** - this button will close the form and take you back to the Agreement Details window.
3. **Save Changes** - this button will save all of the information that you have entered in the agreement document.
4. **Download as a PDF** - will allow you to download a copy of your contract to your computer in Portable Document Format (PDF).

AGREEMENT FORM OEL-VPK 10 1 Test Provider

2 Close Form 3 Save Changes 4 Download as a PDF 5 Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
STATEWIDE PROVIDER REGISTRATION APPLICATION

Program Year: **2016 - 2017**
☒ New Application ☐ No Change
☐ Updated Application & Date:

Page 1 of 25

I. PRIVATE PROVIDER/ PUBLIC SCHOOL INFORMATION Type or print in black or blue ink

1. Provider Name (as on DCF license or accreditation certificate):
 1 Test Provider

2. Employer Identification Number (EIN)¹
 987654321

3. DCF Identification Number or Exemption Number
 ABC12345

4. Address of VPK Site (number and street)
 6800 North Dale Mabry

5. City
 If the mailing address is the same as the provider's VPK program site, mark the check box indicating 'same as VPK site'.
 If your mailing address is different from the address of your VPK program site as entered in items 4-7, enter a street address or post office box, city, state, and postal zip code (ZIP+4 if available).

6. County
 Hillsborough

7. Zip Code
 33614

10. Email Address (VPK site)
 nmetsker@elchc.org ☒ Same as VPK Site

12. City

13. State

14. Zip Code

15. Owner or School District Staff
 Rosie Test

16. Owner Corporate Name (if applicable)

17. Daytime Phone Number
 813-515-0804

5. Document Page Navigation Dropdown

If the form is more than one page, you will also see a small page navigation dropdown in the navigation menu bar. This dropdown tells you what page you are on in your document and the total number of pages of the document. To move to the next page of the Agreement, click the dropdown arrows next to the page number and a full list of the pages will appear. Simply click the page number that you would like to go to and the document will advance or go back to that specific page. You may also use the forward and backward arrows to navigate through pages one page at a time. Note that each time you move to a page, the system will automatically perform a save function.



PORTAL TIP

When completing forms, use your mouse to hover over fields for guidance about what information should be entered in that field. When you move your mouse away, the tip will disappear. See the image above for an example.

6. Sign OEL-VPK10

After filling in all of the fields of the form, you must sign the form. We encourage you to review the information you have entered to ensure that it is correct. If the information is correct, you will sign the form by clicking on the box next to the words *By Electronic Signature* located at the bottom of the form.

PORTAL TIP



We encourage every provider to read and make certain that you understand what every Form and Agreement says **BEFORE** you sign it. If you have questions, contact your Provider Specialist!!

7. Save Changes

After signing, then click on the green Save Changes button at the top or bottom of your screen. After you Save Changes, the Portal system will take you back to the Agreement Detail screen.

You will notice that in the column labeled Complete? that the status of the OEL-VPK 10 will have changed from No to Yes.

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition in writing within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK Program if the changes are implemented before the coalition approves of the changes.

32. Signature of Authorized Representative 6 <input type="checkbox"/> By Electronic Signature		33. Date	
34. Print Name of Authorized Representative		35. Daytime Phone Number	

OFFICIAL USE ONLY			
Process Agent	Date	Process Manager	Date

Form OEL – VPK 10 (April 30, 2010)
6M-8.300, F.A.C.

EDIT MODE

Close Form
7 Save Changes
Download as a PDF
Page 1 of 1

8. OEL-VPK 11A

Your next step is to complete the OEL-VPK-11A Form. From the Agreement Detail Window, click on the blue link that says [OEL-VPK 11A](#) in the Forms section to open the form. This form documents instructor credentials.

Status : Creating

[SUBMIT AGREEMENT](#)

The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
OEL-VPK 10	No	3/16/2016 9:16:50 AM
8 OEL-VPK 11A	No	3/16/2016 9:16:58 AM
OEL-VPK 11B	No	3/16/2016 9:17:02 AM
OEL-VPK 20	No	3/16/2016 9:17:11 AM
Agreement Documents	No	3/16/2016 9:16:50 AM

Complete all fields in the form. Remember clicking on or hovering over form fields will open up helpful tips regarding the information required for a particular field. In the example below, clicking on the Curriculum field opens up a list of Curriculum acronyms, listing the full name for each. All you have to do is select the correct one.

EDIT MODE

Florida's Office of Early Learning
Voluntary Prekindergarten Education
Class Registration Application - Inst

Save Changes Download as a PDF Page 1 of 1

Select the name of the curriculum used in the classroom using the following key:
If the curriculum used in the classroom is not listed by name below, type the name of the curriculum in the available space.
ABEK: A-BEKA
BCCT: Beyond Centers & Circle Time
BCR: Beyond Cribs & Rattles
CREA: Creative Curriculum
HR: High Reach
HS: High Scope
MONT: Montessori
WAL: Waldorf
WEE: Wee Learn

2. Legal Name:	3. Calendar:	4. Type:	5. Credential:	6. Curriculum:	<input type="checkbox"/> FS <input type="checkbox"/> SS <input type="checkbox"/> LS <input type="checkbox"/> C <input type="checkbox"/> L <input type="checkbox"/> G	Changed By:
7: SSN ¹ :	8. Cert:	9. Degree:			End Date:	Date Changed:

Once you have completed the entire form, you will Sign the OEL-VPK 11A and click on the Save Changes button (as described on page 25 under OEL-VPK 10). If any fields are not completed, the Portal system will display an error message window instructing you to complete the fields with missing information. The message will detail the page and information that is missing (see image below).

The completion status of the form will not be changed from No to Yes until the missing information is completed.

Data Saved, But Required Values Missing!

The data was saved, but the following fields must be filled before the form is complete.

- Page 19: Private Rates documentation provided
- Page 19: IRS W-9 documentation provided
- Page 20: Provider Operational Hours
- Required Group: Page 19: Exhibit 2 Section 2 Gold Seal
- Required Group: Page 19: Exhibit 2 Section 3 License or Exemption
- Required Group: Page 19: Exhibit 2 Section 3 Insurance
- Required Group: Page 19: Exhibit 2 Section 4 Head Start
- Required Group: Page 20: Exhibit 3 Gold Seal Designation

OK

When completing the OEL-VPK 11A and the OEL-VPK 11B, some users run out of room. If you need to complete additional pages for either of those forms, click on the "+" icon next to the form link on the Agreement Detail screen (see image at the right). This will add another link below the existing form to add more information. For example, if you clicked on the "+" next to OEL-VPK 11A, you would then see 2 links that say OEL-VPK 11A (see images at right).

OEL-VPK 11A +	No	3/16/2016 9:16:58 AM
OEL-VPK 11B +	No	3/16/2016 9:17:02 AM

OEL-VPK 11A +	No	
OEL-VPK 11A	No	
OEL-VPK 11B +	No	

9. OEL-VPK 11B

The OEL-VPK 11B records all of your VPK class calendars. The screen for this form will display in the same manner as for the OEL-VPK 10 and OEL-VPK 11A and have the same functionality. Users should complete the entire form. Once completed, you will sign the OEL-VPK 11B, and click on Save Changes. As with OEL-VPK 10 and OEL-VPK 11A if there is missing information, the Portal system will generate an error message listing the items on the form that remain to be completed.

AGREEMENT FORM OEL-VPK 11B
1 Test Provider

Close Form
Save Changes
Download as a PDF

Page 1 of 1

EDIT MODE

Florida's Office of Early Learning
 Voluntary Prekindergarten Education Program
 Class Registration Application - Calendars

☒ New Application
☐ Updated Application & Date:
☐ No Change

Provider Name: 1 Test Provider		Program Year: 2016 - 2017		Employer Identification Number: 123456789	
Class Calendar (enter letter): A		Class Calendar (enter letter):			
Program Type:	Start Date:	End Date:	Program Type:	Start Date:	End Date:
<input checked="" type="checkbox"/> School Year (540 hours)			<input checked="" type="checkbox"/> School Year (540 hours)		
<input type="checkbox"/> Summer (300 hours)			<input type="checkbox"/> Summer (300 hours)		
VPK Days Per Week	Times of VPK Instruction		VPK Days Per Week	Times of VPK Instruction	
<input checked="" type="checkbox"/> Monday	9-11:30; 12:30 - 4		<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday			<input type="checkbox"/> Tuesday		
<input checked="" type="checkbox"/> Wednesday	9-11:30; 12:30 - 4		<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday			<input type="checkbox"/> Thursday		
<input checked="" type="checkbox"/> Friday	9-11:30; 12:30 - 4		<input type="checkbox"/> Friday		

PORTAL TIPS



- Hovering over or clicking on form fields will open a pop-up window that offers tips and information. So if you're stumped about a particular field on a form, hover over the field with your mouse or click the field to get help right there on your screen.
- Remember to completely read each and every form and agreement before signing it! Make certain that the information is true and correct and that you understand. If you have questions, contact your Provider Specialist.
- The Portal allows users to enter information at their own pace. It saves all of the information entered and allows to you exit the system and return at a later time to complete a form or agreement.

10. OEL-VPK 20 - The State of Florida Statewide Voluntary Prekindergarten Provider Contract

The OEL-VPK 20 is the State of Florida Statewide Voluntary Prekindergarten Contract (VPK). This document informs the provider of their responsibilities and requirements as a contracted VPK provider.

You will notice that this is the same Agreement that you have previously completed on paper. The Portal system requires that you complete certain fields in the Provider Agreement. These fields are identified by gray boxes throughout the document. These fields **MUST** be completed. If they are not completed the system will NOT allow you to submit the Agreement. Simply move through the document completing all of the fields. Here we will highlight several areas of particular interest.

Close Form
Save Changes
Download as a PDF
Page 1 of 18

EDIT MODE

10

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER
CONTRACT
FORM OEL-VPK 20

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 16th day of March, 2016, by and between the Early Learning Coalition of Hillsborough County (herein referred to as "COALITION"), and 1Test Provider (herein referred to as "PROVIDER"), with its principal offices located at 6800 North Dale Mabry, Tampa, FL 33614.

a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school Voluntary Prekindergarten (VPK) Education Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

b. **Multiple Private Provider Locations.** If PROVIDER is executing a single Contract on behalf of multiple private VPK provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in

PORTAL TIP



Although you can stop at any point and come back to the Agreement document by clicking the Save Changes button, make sure that you have all of the documents you'll need to upload to the Portal before you start the process. If you don't know what you'll need, download the VPK Agreement Completion Checklist available in the Downloadable Documents section of the Dashboard.

a. Provider Type

On page 2, Section 7. a. - General Eligibility, you will indicate your program's Provider Type. Select the appropriate type of facility. Upon completion of the VPK Agreement, you will see new Forms appear in the Forms section of your Agreement Detail screen, depending on the box that you check in this section of the Agreement.

7. General Eligibility.

a. Provider Type. To be eligible to deliver the VPK Program, PROVIDER must be either a public school or a private provider (a licensed child care facility, a licensed family day care home, a licensed large family child care, a nonpublic school exempt from licensure, or faith-based child care provider exempt from licensure). A charter school that does include VPK in its charter is a public school. Check the box to indicate PROVIDER's type:

- 10a** ☐ A public school (Form OEL-VPK 20PS must be completed as an authorized attachment to this Contract.)
- ☒ A private provider (Form OEL-VPK 20PP must be completed as an authorized attachment to this Contract.)

b. Advance Payment Option

Beginning on page 6 and continuing on page 7, Section 38 addresses the advance payment option. If you wish to receive monthly advance payments based on the number of students enrolled in your VPK class(es) you must check the box at the top of page 7.

understands that PROVIDER may elect to receive monthly advance payments based on the number of students enrolled in the PROVIDER's VPK Program class(es) by checking the following box:

- 10b** ☐ PROVIDER elects to receive monthly advance payments and understands that advance payments will be reconciled and adjusted in accordance with the rules of the Office of Early Learning.

c. Execution of Contract

On page 13 of the Agreement you will find the Execution of Contract section where the authorized person will sign the contract. Type in the name of the authorized person on the Signature and on the Print Name line.

Check the "By Electronic Signature" box; enter the authorized person's Title, and the date (today's date). (If the facility is a corporation, the name of the authorized person must be a corporate officer.) If the authority has been given to someone other than a corporate officer, documentation of signature authority must also be submitted with the Agreement.

XIV. EXECUTION OF CONTRACT

In accordance with s. 1002.88(1)(p), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

**Signature of President/Vice President/
Secretary/Officer/Owner/Principal/or Other
Authorized Representative**
☐ By Electronic Signature

Print Name

Title

Date

**Provider's Additional Signatory (If required by
the Provider)**
☐ By Electronic Signature

Print Name

Title

Date

COALITION has caused this Contract to be executed as of the date set forth in paragraph 1.

Signature of Authorized Coalition Representative
☐ By Electronic Signature

Print Name

Title

Date



PORTAL TIP



We encourage every provider to read and make certain that you understand what every Form and Agreement says BEFORE you sign it. If you have questions, contact your Provider Specialist!!

d. Save Changes

Click on the green Save Changes button located at the top or bottom of your screen. This will save all of the information that you have entered in the OEL-VPK 20. If you'd like to print out the document before final submission, click on the gray button labeled *Download as a PDF*.

e. OEL-VPK 20PP or OEL-VPK 20 PS

Once all the VPK-OEL 20 is completed and the Save Changes button has been clicked, the Portal system will return the user to the Agreement Details screen. The OEL-VPK 20PP or the OEL-VPK 20PS will appear in the Agreement Detail Forms section. The user should click on the link to open, complete and save the form. This should be completed before submitting the OEL-VPK 20.

Form	Complete?	Last Modified
OEL-VPK 10	Yes	2/25/2016 3:47:36 PM
OEL-VPK 11A 	Yes	3/22/2016 1:56:10 PM
OEL-VPK 11B 	Yes	2/25/2016 3:51:36 PM
OEL-VPK 20	Yes	2/25/2016 4:43:29 PM
10e OEL-VPK 20PP	Yes	2/25/2016 3:53:32 PM
Agreement Documents	Yes	3/22/2016 2:00:18 PM

11. Required Documents for VPK

The final step before submitting the OEL-VPK 20 is to complete the VPK required Agreement Documents.

In the Forms area of the Agreement Detail screen the last blue link, is the [Agreement Documents](#) link. This link will turn blue once all other VPK documents are completed. Click on that link to open the Agreement Documents screen.

When the VPK Agreement Documents window opens users will see 5 different tabs labeled; License, Insurance, Accreditations, VPK Director, and Instructors. Under each of those tabs, users will be required to upload specific documentation.

Form	Complete?	Last Modified
OEL-VPK 10	Yes	2/25/2016 3:47:36 PM
OEL-VPK 11A	Yes	3/22/2016 1:56:10 PM
OEL-VPK 11B	Yes	2/25/2016 3:51:36 PM
OEL-VPK 20	Yes	2/25/2016 4:43:29 PM
OEL-VPK 20PP	Yes	2/25/2016 3:53:32 PM
Agreement Documents	Yes	3/22/2016 2:00:18 PM

a. VPK Agreement Documents - License Tab

The License tab will appear on top when the Agreement Documents screen opens. Users will click on the Edit button located in the lower right hand corner of the License tab.

After clicking on the 'Edit' button, the Edit the Document Information Window will open.

EDIT THE DOCUMENT INFORMATION
X

Document Type:	License Certificate
Expiration Date:	<input type="text" value="2/15/2017"/>
Current Document:	License expires 2-15-2017 (1).pdf
Select Document Source:	<input checked="" type="radio"/> Upload a new document <input type="radio"/> From the Document Library
Upload New Document:	<input type="button" value="Choose File"/> no file selected
<input type="button" value="x CANCEL"/> <input type="button" value="SAVE"/>	

Complete the fields in the window as follows:

- Fill in the expiration date on your License.
- Next, scan your License into a PDF document and save it on your computer.
- Next to *Select Document Source*:, click the circle for *Upload a new document*
- Next to *Upload New Document*, click on the *Choose File* button to upload the License you scanned as a PDF and saved to your computer.
- Click the Save button.

If the document uploaded to the Portal properly, you will see the uploaded document's name in the License tab (see image below). To close the License tab, click on the Close Form button.

License
Insurance
Accreditations
VPK Director
Instructors

License

Document Type: License Certificate

Expiration Date: 2/15/2017

Document: License expires 2-15-2017 (1).pdf

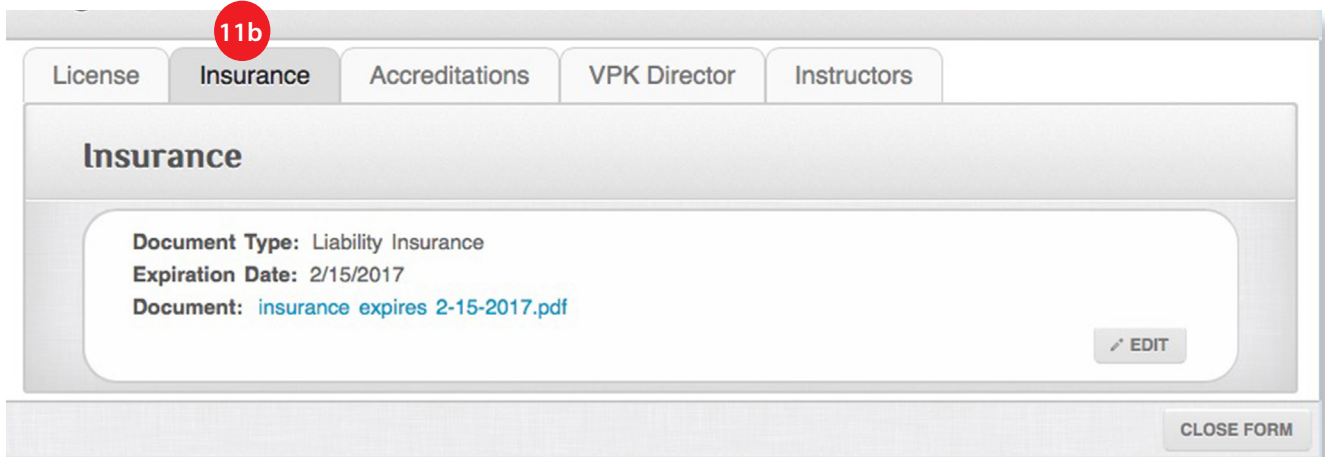
PORTAL TIP



When naming your documents for upload, DO NOT use any symbols other than a dash "-" or underscore "-", when naming your documents. Keep document names simple and easily identifiable. Including the expiration date in the name is also helpful.

b. VPK Agreement Documents - Insurance Tab

Click on the tab that is labeled Insurance to open. You will edit the form, scan your documents and upload the required documentation just as you did under the license tab (See 11-11a on page 32).



11b

License Insurance Accreditations VPK Director Instructors

Insurance

Document Type: Liability Insurance
 Expiration Date: 2/15/2017
 Document: [insurance expires 2-15-2017.pdf](#)

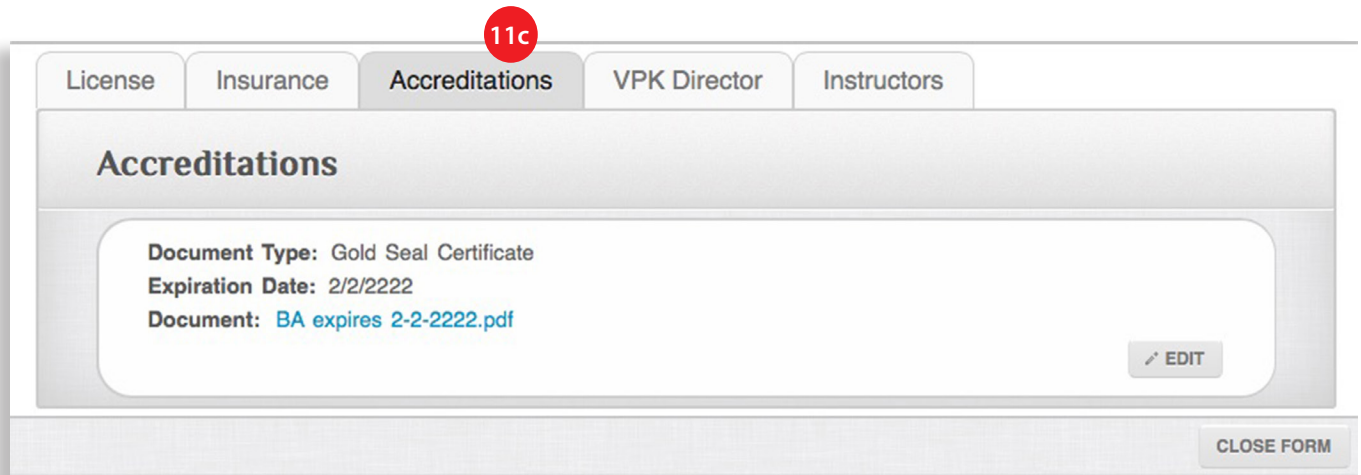
EDIT

CLOSE FORM

c. VPK Agreement Documents - Accreditations

Only provider sites with Gold Seal Accreditation will need to upload documentation under this tab. If you are NOT a Gold Seal Accredited site, skip to VPK Agreement Documents - VPK Director.

If you are a Gold Seal Accredited program site, click on the tab that is labeled Accreditations to open it. You will edit the form, scan your documents and upload the required documentation just as you did under the license tab (See 11-11a on page 32).



11c

License Insurance Accreditations VPK Director Instructors

Accreditations

Document Type: Gold Seal Certificate
 Expiration Date: 2/2/2222
 Document: [BA expires 2-2-2222.pdf](#)

EDIT

CLOSE FORM

d. VPK Agreement Documents - VPK Director

You will open, edit the form, scan and upload the required documentation just as you have done for previous tabs in VPK Agreement Documents.

The Portal system will automatically fill in the director's name from the State database. If you open this screen and the name is not correct, continue to upload your director's

documents using the correct director's name when you name the document for upload. You will, however, need to send a message via the Message Center (See page 8 for *How to Create a Message*) to inform the Coalition of the discrepancy.

11d

License Insurance Accreditations **VPK Director** Instructors

VPK Director

Document Type: Child Care Facility Director Credential
Director Name: Rosie Test
Expiration Date: 2/1/2018
Document: [Director Cred expires 2-1-2018.pdf](#) EDIT

Document Type: Background FBI/FDLE Document
Director Name: Rosie Test
Expiration Date: 2/1/2018
Document: [Background FBI-fdle expires 2-1-2018.pdf](#) EDIT

e. VPK Agreement Documents - Instructors

You will open, edit the form, scan and upload the required documentation just as you have done for previous tabs in VPK Agreement Documents.

The Portal system will automatically fill in the teacher names as you input them on your OEL-VPK 11A Form (see page 25). In this tab is where you will upload the documents for staff credentials and background screenings for all VPK teachers, substitutes and aides. If there is an error in what is displayed in this tab, you will need to go back to your OEL-VPK 11A Form and make your corrections.

f. Agreement and Form Status

Once all of the required forms and the Agreement have been completed you may go back to the VPK Agreement Details screen. The document status for each completed document will change. The Forms status will change from No to Yes and the Submit Agreement button will be active.

11e

License Insurance Accreditations VPK Director **Instructors**

Instructors

Document Type: BA
Instructor Name: Jane Smith
Instructor Type: Lead
Expiration Date: 3/20/2017
Document: [VPK-What-Parents-Will-Need.pdf](#) EDIT

Document Type: Background FBI/FDLE Document
Instructor Name: Jane Smith
Instructor Type: Lead
Expiration Date: 3/6/2018
Document: [VPK-What-Parents-Will-Need.pdf](#) EDIT

Document Type: Notarized Affidavit of Good Moral Character
Instructor Name: Jane Smith
Instructor Type: Lead
Expiration Date: 3/13/2018
Document: [VPK-What-Parents-Will-Need.pdf](#) EDIT

12. Submit the Agreement

Once all of the required forms and the Agreement have been completed the document status for each will change. The Forms status will change from No to Yes and the Submit Agreement button will be active. If you have not already, take time to review and verify that all information entered in the Agreement and all of the Forms is correct. Once you are satisfied that all of the information is correct, you are ready to submit your Agreement.

a. Submit Agreement

To submit your completed Agreement, click on the Submit Agreement button.

b. Submission Confirmation

The Portal will generate a pop-up window notifying you that you are about to submit an agreement and will require you to confirm this action. Click on the Yes button to confirm your submission. If you are not ready to submit, click on the No button.

c. Agreement Status

If you click the Yes button in the confirmation, the Portal will change the status of your Agreement from Creating to Submitted and will display a message that your Agreement is in the queue for processing by the Coalition.

Unread: 0 / Read: 0 Messages

Forms
VPK Summer 2016


12a
Status : Creating

SUBMIT AGREEMENT

The Agreement must be submitted to be processed by the ELC.

Form	Complete?	Last Modified
OEL-VPK 10	Yes	3/26/2016 2:06:51 PM
OEL-VPK 11A 📄	Yes	3/26/2016 2:07:43 PM
OEL-VPK 11B 📄	Yes	3/26/2016 2:08:51 PM
OEL-VPK 20	Yes	3/26/2016 2:09:22 PM
OEL-VPK 20PP	Yes	3/26/2016 2:09:32 PM
Agreement Documents	Yes	3/26/2016 2:13:03 PM

Submit Confirmation


You are about to submit the following type of agreement:
VPK Fall 2016 - 2017
Please confirm this is the correct agreement for your needs.

12b
YES NO

Forms
VPK Summer 2016

Status : Submitted

SUBMIT AGREEMENT

12c
The Agreement is queued for processing by the ELC.

Form	Complete?	Last Modified
OEL-VPK 10	Yes	3/26/2016 2:06:51 PM
OEL-VPK 11A 📄	Yes	3/26/2016 2:07:43 PM
OEL-VPK 11B 📄	Yes	3/26/2016 2:08:51 PM
OEL-VPK 20	Yes	3/26/2016 2:09:22 PM
OEL-VPK 20PP	Yes	3/26/2016 2:09:32 PM
Agreement Documents	Yes	3/26/2016 2:13:03 PM

The Document Library

The Document Library is where users will submit and store all of their uploaded documents required by the Coalition. All documents are securely saved to the Portal in very specific file folders.

Users can get to the Document Library two different ways. The first is from the Home page Dashboard under Next Actions. The second way is on the right hand side of the Agreement Details window.

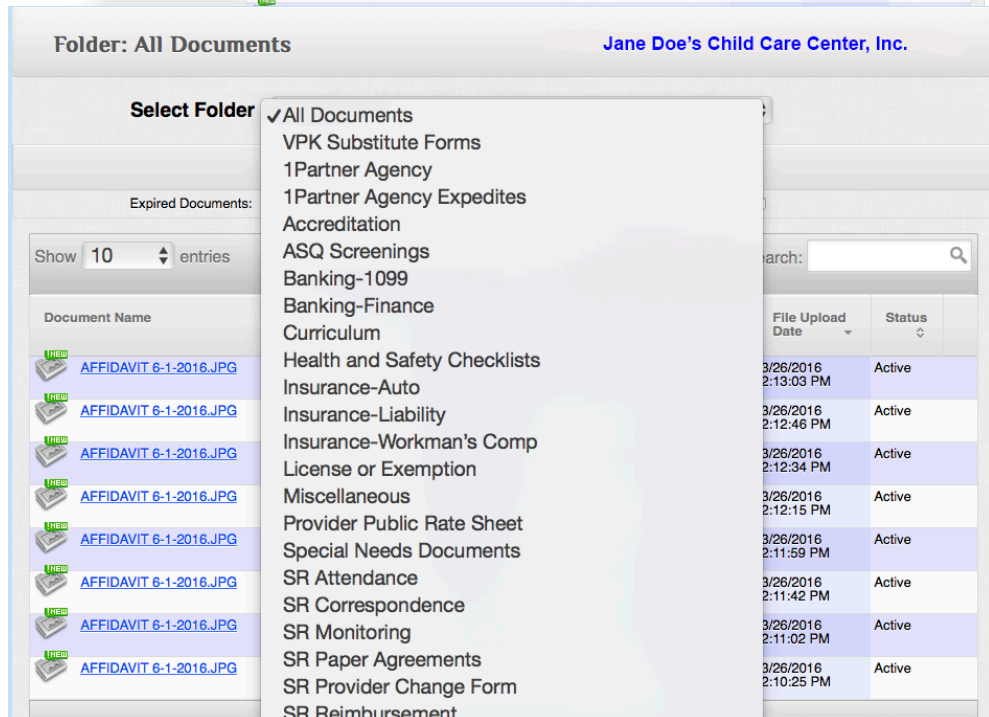
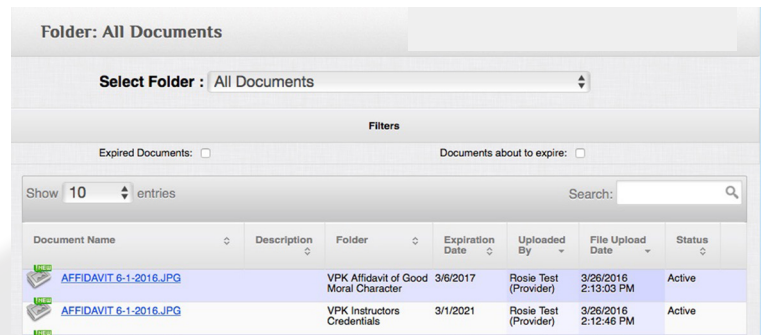
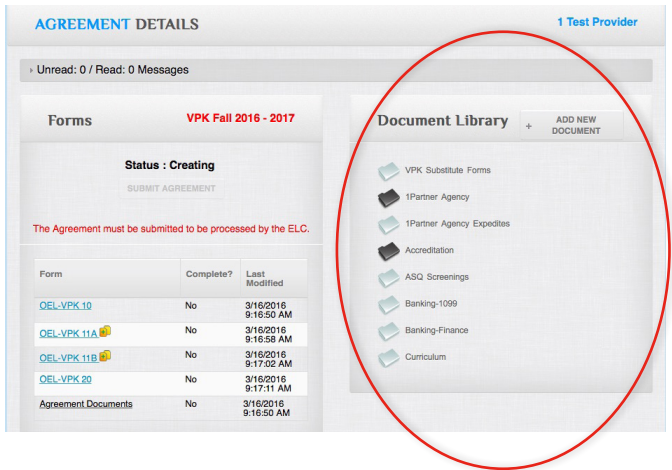
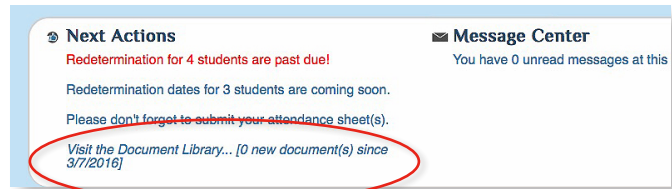
Accessing the Document Library from the Dashboard

When accessing the Document Library from the Dashboard, a window will open that is labeled *Folder: All Documents*. The window will display the site name in the upper right hand corner and users will see a list of all documents uploaded for that site. The screen displays the document name, which folder the document is filed in, the document's expiration date, who uploaded the document, that date the document was uploaded, and the status of the document.

If the user does not wish to view all documents, the window offers multiple options for filtering which files are displayed.

To look at files in a particular folder, users will click on the dropdown arrows next to the field labeled Select Folder.

By selecting a specific folder, the Portal system will only display those documents that have been uploaded to the selected Folder.



In the example below, the provider site, Jane Doe's Child Care Center, Inc., is searching for files in the Accreditation Folder. There is one active document in this file that expires on August 24, 2016. To open that document, the user would click on the name of the document to open it.


Folder: Accreditation **Jane Doe's Child Care Center, Inc.**

Select Folder : Accreditation + ADD NEW DOCUMENT

Filters

Expired Documents: ☐ Documents about to expire: ☐

Show 10 entries Search:

Document Name	Description	Expiration Date	Uploaded By	File Upload Date	Status
 AFFIDAVIT 6-1-2016.JPG		8/24/2016	Rosie Test (Provider)	3/26/2016 2:11:42 PM	Active

Showing 1 to 1 of 1 entries FIRST PREVIOUS 1 NEXT LAST








Accessing the Document Library from the Agreement Detail Screen

When accessing the Document Library from the Agreement Detail Screen, the Document Library will appear on the right side of the screen. The user will see a list of the file folders along with the Folder names.

1. File folders that are empty and do not contain any documents will display as light gray.
2. File folders that contain documents will display as black.
3. File folders that have newly uploaded documents will display as black with a green banner that says NEW.

To open the File Folder, click on the File Folder name and the screen shown at the top of this page will display.

Document Library + ADD NEW DOCUMENT

- 1  VPK Substitute Forms
-  1Partner Agency
-  1Partner Agency Expedites
- 2  Accreditation
-  ASQ Screenings
-  Banking-1099
- 3  Accreditation

PORTAL TIP



DO NOT DELETE old documents from the Document Library! Documents stored in the Document Library become the responsibility of the Coalition and the Coalition is bound by Statute to retain all records for a minimum of 5 years.

How to Upload a Document to the Document Library

To upload a new document to any one of the Document Library File Folders, users will:

1. Select the Folder where the document will be filed.
2. Click on the "+ADD NEW DOCUMENT" button.
3. An Upload Document window will open.

In the UPLOAD DOCUMENT window, the user will:

a. Select File

Find the document that was scanned and saved to your computer or network.

b. Describe

Describe what the document is for. For example, if this is an accreditation for a staff member, it would be advisable to enter the staff members last name as part of the document name (i.e. Smith CDA).

c. Expiration Date

The user will enter the document's expiration date. If the document does not have an expiration date, users should use the default date of 2/2/2222. Using this default date ensures that the document will not show up in your alerts as a file that is about to expire.

d. Status

The status of the uploaded document will be one of the following:

Active - all initial document uploads will be Active

Archived - documents that have been expired more than 2 years

Deleted - Only incorrect document uploads should be deleted (See Portal Tip on page 41).

e. Upload Document

When you have completed all of the fields in the Upload Document Window, click on the Upload Document button.

Where to File Documents in the Document Library

Accreditation

- Gold Seal Documentation
- Other Types of Accreditation Documentation

ASQ Screenings

- ASQ or ASQ-SE documentation

Banking-1099

Banking-Finance

- EFT - forms for direct deposit
- EIN – documentation for Provider ID
- Employee ID number for center or FCCH providers
- SSN for FCCH providers
- W-9
- Documentation of Signature Authority
- Voided Check or letter from bank stating account number and routing number
- Proof of SunBiz

Curriculum

- VPK POP's are required to have this

Health and Safety Checklists

Insurance- Auto

Insurance-Liability

Insurance-Workman's Comp

License or Exemption

Miscellaneous

Provider Public Rate Sheet

Special Needs Documents

SR-Attendance

- Excessive Absence Forms

SR Correspondence

SR Monitoring

SR Paper Agreements

SR Provider Change Form

SR Reimbursement

- REIMB_SR-Payment Details
- REIMB_SR-Voucher Terms

SR Sign-In and Sign-Out Sheets

Unusual Incidents

VPK Affidavit of Good Moral Character

VPK Attendance

VPK Background Screenings

VPK Certificates_Confirmations

VPK Correspondence

VPK Director Credentials

- Director Background Screening
- Director Affidavit of Good Moral Character
- DCF Transcript

VPK Instructor Credentials

- Teachers Background Screening
- Teachers Affidavit of Good Moral Character
- DCF Transcript

VPK Monitoring

VPK Paper Agreements

VPK Sign-In and Sign-Out Sheets

VPK Substitute Forms

VPK Reimbursement

- REIMB_VPK-Attendance-Payment Verification
- REIMB_VPK-Enrollment-Attendance Rosters
- REIMB_VPK-Payment Details
- REIMB_VPK-Problem Letters
- REIMB_VPK-Voucher Terms

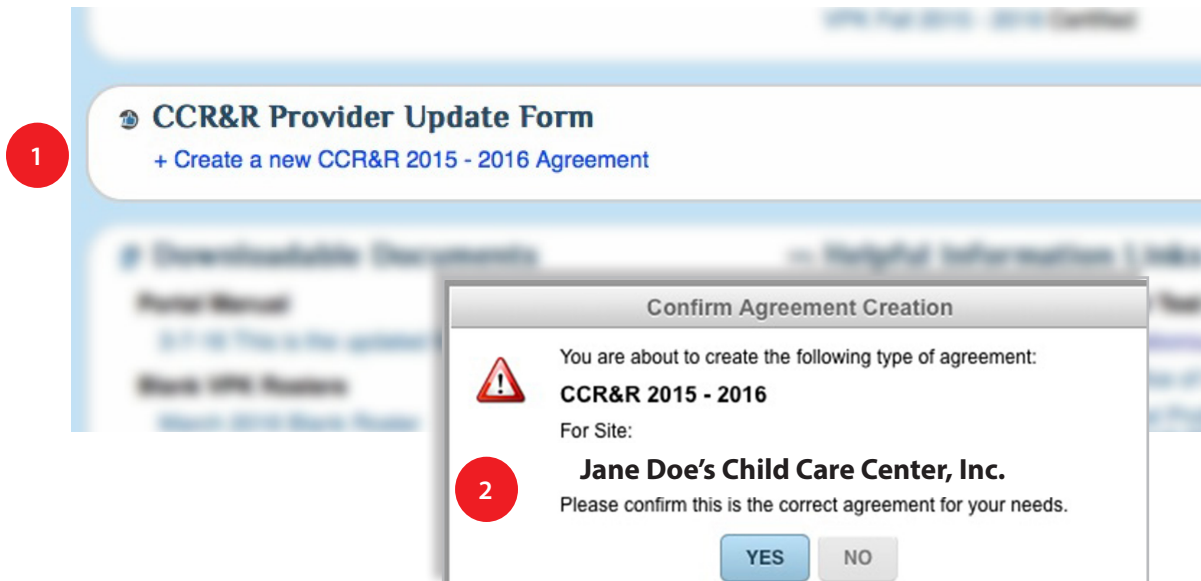
VPK Transfer Form

CCR&R Provider Update Form

The third section of the Home Page Dashboard is the Child Care Resource and Referral (CCR&R) Provider Update Form. This form is completed by providers on an annual basis. To complete a CCR&R Provider Update Form:

1. Open the CCR&R Provider Update Form

Click on the blue link that says “+ Create a new CCR&R 20##-20## Agreement” to open the Agreement.



2. Confirm Agreement Creation

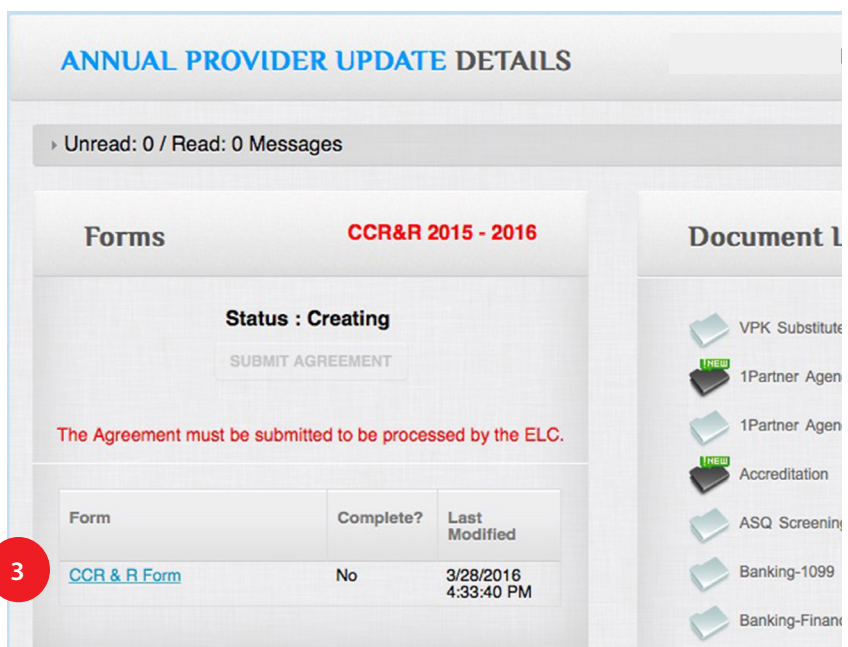
After clicking on the “+ Create a new CCR&R 20## - 20## Agreement” link, a Confirm Agreement Creation window will open. It will ask the user to confirm that this is the correct agreement for the correct site. The user should click on the Yes button in order to proceed.

3. Annual Provider Update Details

After clicking Yes in the Confirmation pop-up window, the Annual Provider Update Details screen will open.

The Status of the form will be Creating and the user will see a blue link in the Forms area of the screen that says [CCR&R Form](#).

The user will click on the blue CCR&R Form link to open the form and begin entering the required data.



4. Florida Child Care Resource & Referral Provider Update Form

The form will open and show a status of Creating in the upper left corner. Also located on the left side of the screen, users will see the sections of the CCR&R Update Form.

5. Save and Close Form

Users should complete all fields on a page before attempting to move to the next page. If there are empty fields, the Portal system will generate a message that tells the user that there are validation errors and will list all of the fields that are missing information. Users should COMPLETE ALL REQUESTED FIELDS TO THE BEST OF THEIR ABILITY.

When the entire form is completed, users should then Save and Close the form by clicking on the button labeled Save and Close. This button will only appear on the last page and will be in the upper right.

PORTAL TIP



The Portal is available 24 hours a day! You can access the Portal when its convenient for you to complete your Agreements and Forms and upload your documentation! If you need assistance, send a message, via the Message Center, or call your Provider Specialist.

Agreement status: Creating EXPORT AS PDF NEXT

1. License Info
2. [Accreditation / Affiliation](#)
3. [Curriculum](#)
4. [Enrollment](#)
5. [Environment / Setting](#)
6. [Fees](#)
7. [Meals/Participation](#)
8. [Rates](#)
9. [Days/Schedule](#)
10. [Services/Staff](#)
11. [Additional](#)
12. [Comments / Questions](#)

Florida Child Care Resource & Referral Provider Update Form.

Coalition (ELC)/Agency: Early Learning Coalition of Hillsborough County

Name of Person filling out form*:

Date form was completed:

Do you wish to have your program referred to families seeking child care listings from the ELC?: ☐ Yes ☐ No

Business Name (as on License / Registration or name registered with DCF)*:

Doing-Business-As Name*:

Owner Name*:

Director Name*:

Location Address*:

Location City*: County*: Zip Code*:

Mailing Address*:

Mailing City*: County*: Zip Code*:

Telephone Number*: Alternate Phone: Fax Number*:

Email*:

Provider Type (check one): ☐ Center ☐ FCCH ☐ Large FCCH ☐ School-age Only ☐ Private School ☐ Public School

FCCH ONLY - Do you want your house number and street name to appear on referral lists to families?: ☐ Yes ☐ No

Legal Status (check one): ☐ Licensed ☐ Registered ☐ Exempt

Exemption Type (check one): ☐ None ☐ Religious Exempt ☐ Camp ☐ Non Public School ☐ Public School ☐ School Age

Faith Based Program: ☐ Yes ☐ No

DCF/Local Licensing ID: Licensing Expiration Date:

Registration ID: Master School ID (MSID)(Public School only):

Fed. ID No./ SSN*:

EXPORT AS PDF NEXT

6. Submitting the Form

After clicking on the Save and Close button, the user will be returned to the Annual Provider Update Details screen. The Status should read Creating and underneath, the Submit Agreement button should now be active. The Completed column at the bottom should also be changed from No to Yes.

To submit the form, click on the Submit Agreement button. A Submit Confirmation pop-up window will appear asking the user to confirm submission of the agreement. Click the Yes button. The Agreement status will change from Creating to Submitted.



The "ANNUAL PROVIDER UPDATE DETAILS" screen shows a message bar at the top: "Unread: 0 / Read: 0 Messages". Below this is a section titled "6 Forms" with a red circle around the "Status : Creating" label and a "SUBMIT AGREEMENT" button. A red note states: "The Agreement must be submitted to be processed by the ELC." At the bottom is a table with columns "Form", "Complete?", and "Last Modified".

Form	Complete?	Last Modified
CCR & R Form	Yes	3/7/2016 1:41:21 PM

Downloadable Documents/Helpful Information Links

The fourth and final section of the Home Page Dashboard is the Downloadable Documents and Helpful Information Links section. This section of the Dashboard contains a wealth of information and links to help you navigate the portal. Users will find things like a PDF version of this manual, links to the Tampa Bay Institute for Early Childhood Professionals (IECP) and the ELCHC's website. Resources will be added here regularly for your convenience. To access any of the downloadables, click on the blue name of the resource and it will download to your computer to your default download location. To open any of the links, click on the blue name of the link and the online resource will open in your default web browser.

The section is titled "VPK Fall 2015 - 2016 Certified" and includes a link to "CCR&R Provider Update Form". Below this are two main sections:

Downloadable Documents

- Portal Manual**
3-7-16 This is the updated Manual 3.0
- Blank VPK Rosters**
March 2016 Blank Roster

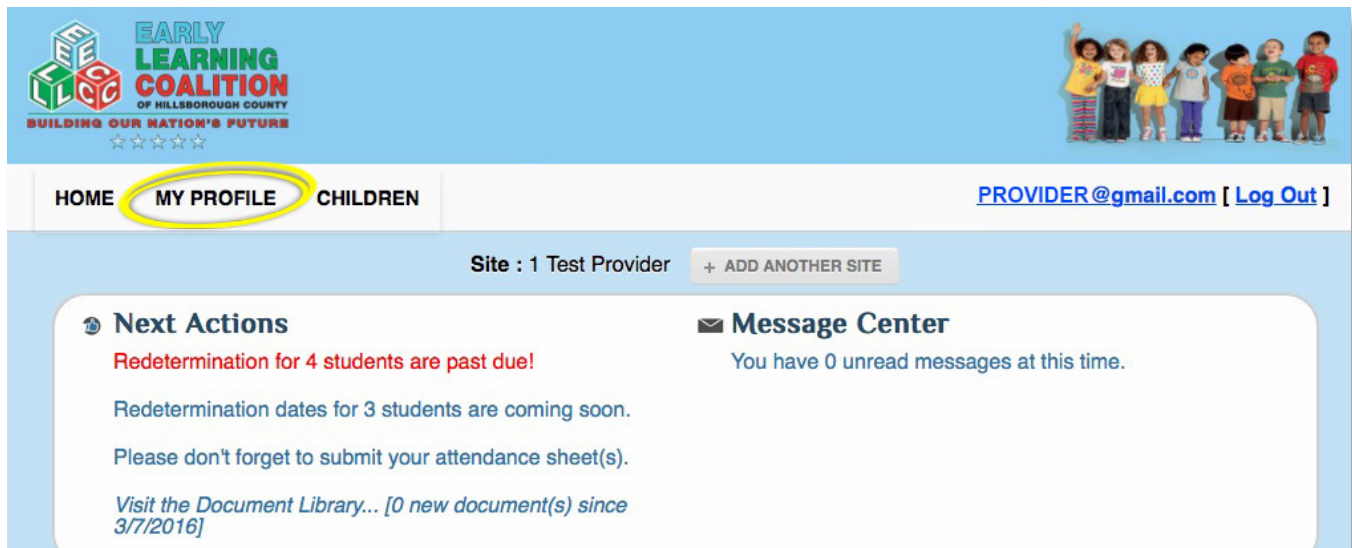
Helpful Information Links

Welcome to the Provider Portal Test Site!

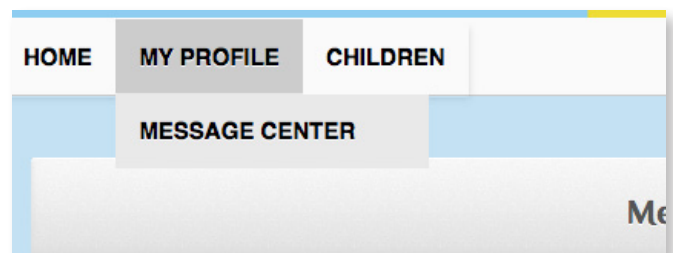
- [Early Learning Coalition of Hillsborough County](#)
- [Parent Resources from the Office of Early Learning](#)
- [The Institute for Early Childhood Professionals link to the training and registration on TalentLMS.](#)
- [The Florida Office of Early Learning web site.](#)

The My Profile Screen

The My Profile screen can be accessed by clicking the My Profile tab in the top navigation menu of the Portal. Users may access the Message Center here or change their Portal password.



To access the Message Center from here users will click on the My Profile tab. The tab dropdown will display the Message Center option as pictured on the right. Simply click on the words Message Center. (For additional details about the Message Center, go to page 7 of this manual.)



To change your password, users should double-click on the My Profile tab. That will open the profile page. Users will see a screen with two options; an area to change your password and an area to change the configuration of your home page (see image below).

How to Change Your Password

1. Enter a new Password

To change your Portal Password, simply enter a new password. Remember, a secure password, must be at least 7 characters long and contain characters from 3 of the following categories:

- Upper case letter (i.e. A, B, C,)
- Lower case letter (i.e. a,b,c)
- Number 0-9
- Non-alphanumeric characters (i.e. !, @, \$, %)

Remember passwords are case sensitive.

2. Confirm the new Password

Re-enter the new password.

3. Click on the Change button

Your new password is now saved.

The screenshot shows a web form titled "Wish to change your password?". It contains two text input fields. The first field is labeled "New Password:" and has a red circle with the number "1" next to it. The second field is labeled "New Password (again, to verify):" and has a red circle with the number "2" next to it. Below the second field is a button labeled "CHANGE" with a red circle with the number "3" next to it.

How to Change Your Home Page Configuration

The section should always be set to Yes. **DO NOT CHANGE THE CONFIGURATION OF THE HOMEPAGE.**

The screenshot shows a web form titled "Change your home page configuration?". It contains a single text input field labeled "Use New Provider Dashboard:" with two radio buttons, "YES" and "NO". The "YES" button is selected.

The Children Screen

This portion of the ELCHC Provider Portal is not yet available to our providers — But it will be shortly! You will be notified when this manual is updated to include information on this area of the Provider Portal. You will be able to download an updated Manual from the Downloadable Documents section or from the ELCHC website (www.elchc.org). Stay tuned!

EARLY LEARNING COALITION
OF HILLSBOROUGH COUNTY
BUILDING OUR NATION'S FUTURE

HOME MY PROFILE **CHILDREN** PROVIDER@gmail.com [Log Out]

Site : 1 Test Provider + ADD ANOTHER SITE

Next Actions

- Redetermination for 4 students are past due!
- Redetermination dates for 3 students are coming soon.
- Please don't forget to submit your attendance sheet.
- Visit the Document Library... [0 new document(s) since 3/7/2016]

Message Center

You have 0 unread messages at this time.

School Readiness

- School Readiness 2016 - 2017 Creating
- School Readiness 2015 - 2016 Certified

VPK

- + Create a new VPK Fall 2016 - 2017 Agreement
- VPK Summer 2016 Creating
- VPK Fall 2015 - 2016 Certified

CC&R Provider Update Form

CC&R 2015 - 2016 Certified

Downloadable Documents

- Manual
- 3-7-16 This is the updated Manual 3.0
- Blank VPK Rosters**
- March 2016 Blank Roster

Helpful Information Links

Welcome to the Provider Portal Test Site!

- Early Learning Coalition of Hillsborough County
- Parent Resources from the Office of Early Learning
- The Institute for Early Childhood Professionals link to the training and registration on TalentLMS.
- The Florida Office of Early Learning web site.

VPK PROVIDER CHECKLIST



To Complete the VPK Statewide Provider Agreement you will need the following supporting documentation:

CHECKLIST



- ☐ Certificate of Licensure including DCF identification number or Letter of Confirmation which includes a DCF exemption number
- ☐ Current accreditation certificate and/or Gold Seal Certificate (if applicable)
- ☐ IRS Identification: Employer Identification Number (EIN) issued by IRS or Social Security Number
- ☐ Liability insurance with the Early Learning Coalition of Hillsborough County listed as additional insured
- ☐ Proof of Commercial Automobile Insurance (applicable if transporting children)
- ☐ Proof of Worker's comp insurance (if applicable)
- ☐ Direct Deposit Authorization
- ☐ W-9
- ☐ Voided check or letter from bank stating account number and routing number
- ☐ Director's Level II Background Screening
- ☐ Director's Affidavit of Good Moral Character (must be notarized)
- ☐ Legal names of all VPK Lead Teachers, Assistant Teachers, and Substitutes
- ☐ Level II Background Screening for all VPK Lead Teachers, VPK Assistant Teachers, and VPK Substitutes
- ☐ Notarized Affidavit of Good Moral Character for all VPK Lead Teachers, VPK Assistant Teachers, and VPK Substitutes
- ☐ DCF Transcript for all **Lead Teachers** documenting the following:
 - Staff credential: Florida's Childcare Professional Certificate (FCCPC) or National CDA (NECC) or formal education
 - Completed training: Standards for Four Year Olds
 - Completed training: Emergent Literacy for VPK Instructors
- ☐ DCF Transcript for **VPK Substitutes** documenting completion of 40 Clock Hours

<https://providerportal.elchc.org>

SR PROVIDER CHECKLIST

To Complete the SR Statewide Provider Agreement you will need the following supporting documentation:

- ☐ Public School Providers Only - Documentation showing School District & Public School Number
- ☐ Private School Providers Only - Certificate of Licensure including DCF identification number or Letter of Confirmation which includes a DCF exemption number.
- ☐ Charter School Providers Only - Copy of Charter, which includes preschool aged children as a service population and documentation showing its school district and school number.
- ☐ Private child care rates (full and part-time rates given to public for each age level served)
- ☐ Current accreditation certificate and/or Gold Seal Certificate (if applicable)
- ☐ IRS Identification: Employer Identification Number (EIN) issued by IRS or Social Security Number
- ☐ Proof of Sunbiz registration (if applicable)
- ☐ Liability insurance with the Early Learning Coalition of Hillsborough County listed as additional insured
- ☐ Proof of Commercial Automobile Insurance (applicable if transporting children)
- ☐ Proof of Worker's comp insurance (if applicable)
- ☐ Name and edition of OEL approved curriculum for each age group served (birth to 5 only)
- ☐ Direct Deposit Authorization
- ☐ W-9
- ☐ Voided check or letter from bank stating account number and routing number
- ☐ Holiday List (may choose up to 10 holidays)
- ☐ Documentation of Signature Authority if applicable



<https://providerportal.elchc.org>

