

New Jersey ECC Provider Web Portal User Guide

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1.0 Introduction

This user guide provides information about the features and functionality of the **New Jersey e-Child Care Provider Web Portal**, commonly referred to as “**the Provider Portal**” or “**the portal**”.

The **Provider Portal** is an internet based application used by child care providers to research information regarding children on the e-Child Care program. The portal can be accessed from any location where you have an internet connection and know your password.

The **Provider Portal** provides information regarding you, as a provider, agreement information regarding the child, and parent and designee card and case information. When logged into the **Provider Portal** application, the user has rights to view only the provider related information associated with their **User ID**. No other provider’s information is accessible.

1.1 About This Guide

Purpose

This document describes the processes for accessing the **Provider Web Portal** for viewing the provider profile, and agreement and transaction information specific to the provider logged into the application. This user guide is intended as a resource manual when using the application.

Use of this Guide

The user guide does not provide step-by-step instructions for site navigation; however, it does provide detailed screen information and instructions for conducting inquiries. For additional assistance with the application, please contact the **Provider Helpline at 1-877-516-5776**.

Graphics

The graphic illustrations in this guide are screen images that show whole or partial New Jersey Provider Portal screens. The entries seen in the illustrations in this guide are not actual provider data. It is possible that the data or screens you see in the live application may vary slightly from the screen images shown in this manual. Some updates may have been completed after the time of printing of this manual. For questions on items of this nature, please also contact the **Provider Helpline at 1-877-516-5776**.

1.2 About the New Jersey e-Child Care Provider Web Portal

The **New Jersey Provider Web Portal** is primarily a “see” system, which means you will be viewing data within the application as opposed to “doing” any type of data entry. You will view specific child care data and help manage attendance through the e-Child Care program. All Portal screens use drop-down menus and point-and-click techniques to provide you with an easy-to-use method to access and view child care transaction data. You can retrieve and view data associated with:

- Your provider profile
- The list of children you have agreement for
- Viewing the attendance transactions and case reports
- Viewing the agreement report and detailed payment information
- Voiding transactions

2.0 Provider Portal Basics

This section describes basic information on accessing the New Jersey Provider Portal, logging in to the website, and other common screen information.

2.1 Accessing the Provider Portal

To access the Provider Portal, your computer must be connected to the internet. Follow the steps below:

- Open Internet Explorer.
- Type the **New Jersey Provider Portal** address into the address box at the top of the screen: www.echildcarenj.org. (It is recommended to set this website address as a 'Favorite' in your browser.)
- Press the Enter key

The website opens at the Login Screen, which requires a valid login (User ID) and password. The User ID is your provider number which is included in your provider packet.

Your initial password is the 5-digit zip code of your facility. For security reasons, you are forced to change your password on your initial login. You will also have to set up a security question in case you forget your password

2.2 Login Screen

Purpose: This screen allows you to log into the **New Jersey Provider Web Portal**.

General Information: You are required to have a valid **User ID** and password in order to access the application and you must login every time you use the portal.

The **User ID** is your provider number which is included in your provider packet.

Your initial password is the 5-digit zip code of your facility.

The first time you login to the portal, you will automatically be directed to the Password Change screen. Follow the instructions in section 2.3 for password change.



The screenshot shows the login interface for the New Jersey's Electronic Child Care (ECC) Provider Web Portal. At the top, there is a banner with a photo of five diverse children and the text: "STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES DIVISION OF FAMILY DEVELOPMENT". Below the banner are links: "Our Services | Public Notices | News & Events | Screen for Services". The main heading is "Welcome to New Jersey's Electronic Child Care (ECC) Provider Web Portal". On the left is a login form with fields for "User ID", "Password", and "DFD/CCR&R Staff Only", a blue "LOGIN" button with a lock icon, and links for "Forgot Password?", "ECC Portal User Manual", and "Provider Help Line 1(877)516-5776". On the right, there is explanatory text about the portal's purpose and security, followed by a "New! News and Notices" section with two links: "NEW NOTICE! Child Care Development Block Grant (CCDBG) FAQ" and "Child Care Development Block Grant (CCDBG) Reauthorization Act Flyer". At the bottom, there is a "Resources for Providers" section.

User Actions: 1. Enter your User ID. This is your provider number which is included in your provider packet.

2. Enter your password. For initial login, this is the 5-digit zip code of your facility.

3. Click the blue **Login** button.

LOGIN

2.3 Change Password Screen

Purpose: This screen allows you to change your password on initial login or reset your password if you forget it.

General Information: You will be automatically directed to this screen the first time you access the Portal. After that, you can get to it any time by clicking **Forgot Password** on the Login Screen and then entering the answer to the security question you set up when you first visited the Portal.

The following are requirements when selecting a password.

Required:

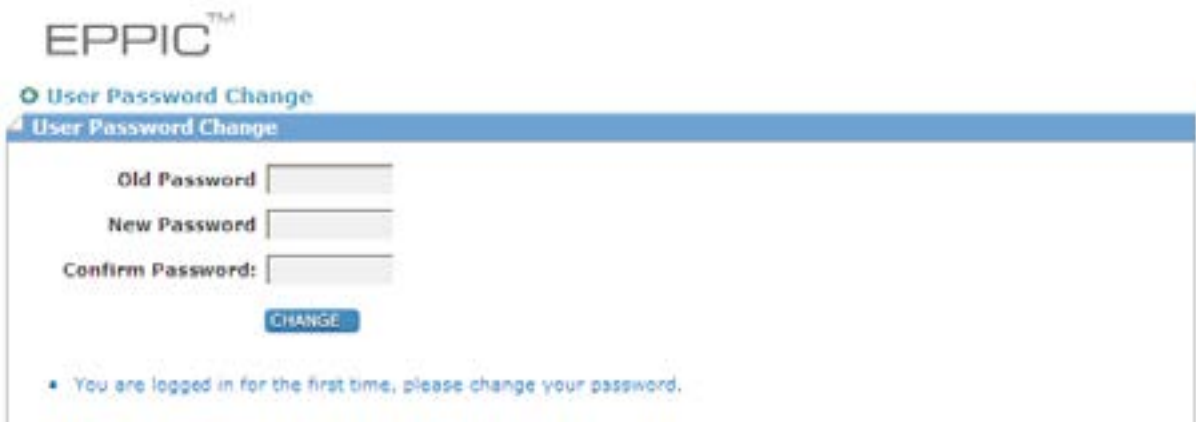
- Minimum password length is four (4) characters with a maximum of eight (8) characters
- Minimum one lower case alpha character
- Minimum one number
- Minimum one upper case alpha characters
- Minimum one special characters (Ex. *, &, %)

Other constraints

- Passwords cannot be repeated within one (1) year after last used
- New passwords cannot be the same as the current password or the previous five (5) passwords

For security reasons, if a password is entered incorrectly three (3) times in a row, the system disables the user account and you will be locked out. If lockout occurs, click on the **Forgot Password** link underneath the blue Login button and follow the instructions in section 2.5. If you remain locked out, contact the Provider Helpdesk to have your password reset.

You will be prompted to change your password at the time of your initial login, and then again every 90 days.



EPPIC™

User Password Change

User Password Change

Old Password

New Password

Confirm Password:

• You are logged in for the first time, please change your password.

User Actions

1. Enter your current password in the “Old Password” field. (Since this is your initial login, the “Old Password” is still the 5-digit zip code of the facility.)
2. After considering the password requirements, create a new password and enter it in the “New Password” field. Enter that same password again in the “Confirm Password” field and click on the **Change** button.
3. Upon pressing the **Change** button, you will be directed to the Security Question set up screen. Follow the instructions in section 2.4 to set up your security question.

2.4 Manage Security Questions Screen

Purpose: This screen assists you in setting up a security question so you can reset your password later if you forget it.

General Information: All information on this screen is required. You must select one of the questions from the drop down menu, answer it in the **Security Answer** box, confirm the answer in the **Confirm Security Answer** box, and click the **Save** button.

The text typed for the **Security Answer** and the **Confirm Security Answer** must match exactly. The text entered for the Security Answer and Confirm Security Answer show as colored dots rather than text for security purposes.

When logging in for the first time, you must set up your security question immediately after changing your original password.

The screenshot shows the EPPIC™ User Profile screen. The form is titled "User Profile" and contains three main sections: "Security Question", "Security Answer", and "Confirm Security Answer". The "Security Question" section has a dropdown menu with the option "In what city were you born?". The "Security Answer" and "Confirm Security Answer" sections are empty text boxes. A "SAVE" button is located at the bottom left of the form. Below the form, there are two status messages: "You do not have a security question. Please select a question and an answer." and "Successfully changed password."

User Actions:

1. Select a **security question** from the drop down menu.
2. Enter the answer in the **Security Answer** field and enter that same answer in the **Confirm Security Answer** field. You must enter the answers exactly the same.
3. Click the **Save** button when finished.
4. When the **security question** has been saved, the system will automatically take you to the **Provider Profile** screen. This is your indication you have logged into the website successfully.

2.5 Forgot Password - User ID Screen

- Purpose:** If you forget your password, you can enter your **User ID** to set a new password with your security question.
- General Information:** This screen is opened from the **Login Page** by clicking the **Forgot Password?** link under the blue Login button.




All information on this screen is required. You must enter your **User ID** and click the **Submit** button.

Remember: The **User ID** is your provider number which is included in your provider packet.

If you have forgotten your **User ID**, contact the **Provider Helpdesk @ 1-877-516-5776** for assistance.

 A screenshot of the EPPIC™ Security screen. At the top is the EPPIC™ logo. Below it is a green circle with the word "Security". A blue header bar contains the word "Security". Below the header, the text reads "Please enter your User ID to retrieve your security question." There is a text input field labeled "User ID". Below the input field are two buttons: "SUBMIT" and "CANCEL".

User Actions:

1. Enter your **User ID**.
2. Click the **Submit** button. 
3. The system will automatically take you to the **security answer** screen discussed in the next section. It will prompt you to complete the security question you chose previously.

2.6 Forgot Password - Security Answer Screen

Purpose: The purpose of this screen is to assist you in setting a new password, using the security question you completed previously.

General Information: When a password is forgotten, the only option is to select a new password. The portal does not have the ability to email you your old password or notify you of it by some other means. You will simply set a new password.

This screen opens after you enter your **User ID** on the **Security Question User ID** page and click the **Submit** button. From there, the **User ID** will carry forward as the first field on this screen but is a field you cannot change or edit.

All information on this screen is required. The system defaults to the security question you chose previously. In this screen, the answer to the security question is NOT case-sensitive. Therefore, the answer McCloskey and MCCLOSKEY are the same.


For security purposes, the text entered for the **Security Answer** appears as colored dots, not text.

If you enter the wrong answer, the system will display an error message indicating that either the User ID or answer is incorrect.

After three (3) failed attempts to answer the **security questions** correctly, you will be locked out and the system will not start a new session. If you have been locked out or forgotten your User Id, contact the **Provider Helpline @ 877-516- 5776** for assistance.

The screenshot shows the EPPIC logo at the top left. Below it is a green circle icon followed by the text 'Security Question'. The main content area is a white box with a blue header bar that says 'Security Question'. Inside this box, the text 'Please select your security question and provide your security answer.' is displayed. Below this text, the 'User ID' is shown as '02000056'. There is a 'Security Question' dropdown menu with the selected option 'What high school did you attend?'. Below the dropdown is a 'Security Answer' text input field. At the bottom of the form are two buttons: 'SUBMIT' and 'CANCEL'.

User Actions:

1. Enter the answer to the security question in the **Security Answer** field.
2. Click the **Submit** button. 
3. Clicking this button takes you to the User Password Change screen shown below. At this point, you will reset your password by choosing a new one. Instructions for completing this screen are described in section 2.7.

2.7 Forgot Password - Change Password Screen

Purpose: This screen allows you to select a new password when you have forgotten your old one.

General Information: This screen is opened after you enter the answer to your Security Question and click the **Submit** button. All information on this screen is required. Your new password must meet the following requirements:

Required:

- Minimum password length is four (4) characters with a maximum of eight (8) characters
- Minimum one lower case alpha character
- Minimum one number
- Minimum one upper case alpha characters
- Minimum one special character (Ex. *, &, %)

Other constraints

- Passwords cannot be repeated within one (1) year after last used
- New passwords cannot be the same as the current password or the previous five (5) passwords

The screenshot displays the 'User Password Change' interface. At the top, the 'EPPIC' logo is visible. Below it, a green circle icon precedes the text 'User Password Change'. A blue header bar also contains the text 'User Password Change'. The main content area features two text input fields labeled 'New Password:' and 'Confirm Password:'. At the bottom of the form are two buttons: 'CHANGE' and 'CANCEL'.

User Actions:

1. Following the password requirements noted above, enter your new password in the **New Password** field.
2. Enter the same password again in the **Confirm Password** field. These two entries must match.
3. Click the **Change** button.
4. Upon clicking the **Change** button, you are immediately returned to the main login screen. (Section 2.2) The **User ID** field will already be populated with your User ID. Enter the new password you just created and click the **Login** button.
5. You will be taken to the Provider Profile home screen. This is your indication you have changed the password and logged in successfully

2.8 Common Screen Areas

Some common screen features appear on every screen in the Provider Portal. These common features are explained in this section of this manual.

Note: These areas do not appear on the Security Question Password Reset screens.

2.8.1 Home Area

In the top, left-hand portion of the screen is the New Jersey ECC heading area of the portal. Roll your mouse over this area, and when the cursor changes to a hand, you can click in this blue portion of the screen to take you directly back to the **Main Screen**.

New Jersey ECC

2.8.2 Information Access Sections

The top right hand part of the screen is where you will go to access information in the portal.



Roll your mouse over **Admin** to open a list of the related screens you can access.



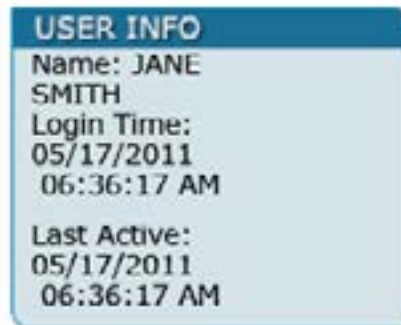
Here you will see options “**Password Change**” and “**User Profile**”. These screens do the following:

Password Change opens the **Password Change Screen** discussed in section 2.3. Using this option here, allows you to manually force a password change at any time.

User Profile opens the **User Profile Screen** discussed in section 2.8.3.

2.8.3 User Info Area

Moving the mouse pointer over USER INFO will show your user name, the time you last logged in, and the time you performed an action on the Portal.



2.8.4 Log-out Area

Clicking on the **Log-out** link of any screen logs you out of the Portal and returns you to the **Login Screen**. After clicking this, you will have to log in again in order to use the Portal.



2.8.5 Hyperlinks

Any Portal information shown on the screen in blue type is a hyperlink or link that you can click to go to a new page that gives you more detailed information about the selected item.

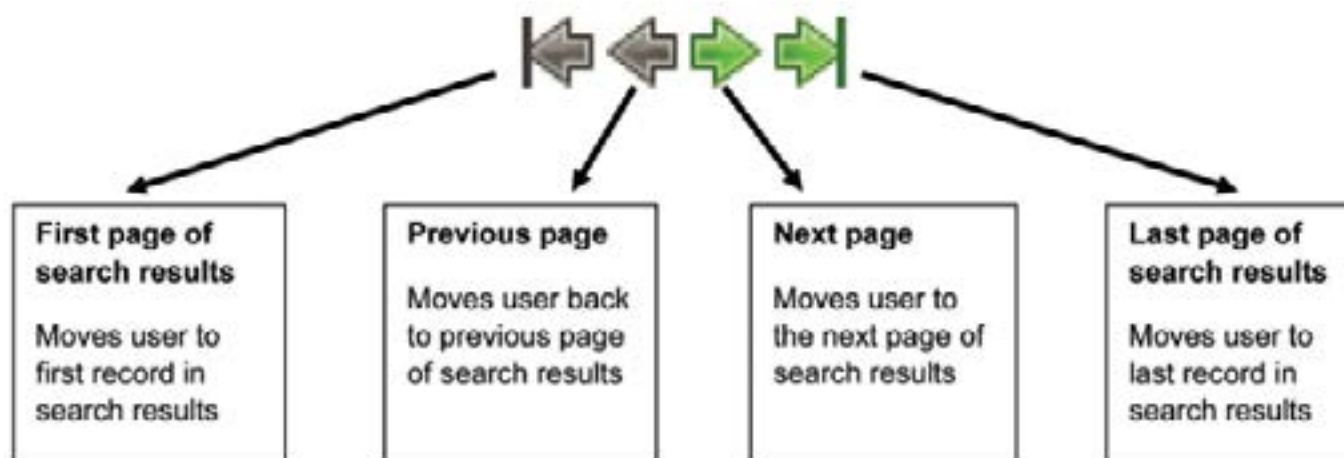


2.9 Navigation and Option Buttons

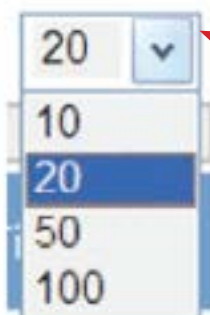
Several navigation and option buttons will appear on the search result screens in the top left side of the screen. Below is an explanation of these features.

Provider Transaction Report							
Trans Date/Time	Case #	Child Name	Child #	Trans Type	Entry D/T	Response	
05/09/2012 11:00 PM	0123456	JENNIFER SMITH	01	P/OUT	05/14/2012 07:45 PM	(00) SUCCESS/APPROVED	VOID
05/09/2012 03:00 PM	0123456	JENNIFER SMITH	01	P/IN	05/14/2012 07:44 PM	(00) SUCCESS/APPROVED	VOID
05/09/2012 06:34 PM	0123456	JENNIFER SMITH	01	P/OUT	05/08/2012 06:34 PM	(00) SUCCESS/APPROVED	VOID
05/09/2012 10:00 AM	0123456	JENNIFER SMITH	01	P/IN	05/08/2012 06:33 PM	(00) SUCCESS/APPROVED	VOID
05/09/2012 16:00 PM	0123456	JENNIFER SMITH	01	P/OUT	05/08/2012 06:32 PM	(00) SUCCESS/APPROVED	VOID
05/09/2012 10:00 AM	0123456	JENNIFER SMITH	01	P/IN	05/08/2012 06:31 PM	(00) SUCCESS/APPROVED	VOID

2.9.1 Pagination Features



2.9.2 Display Records

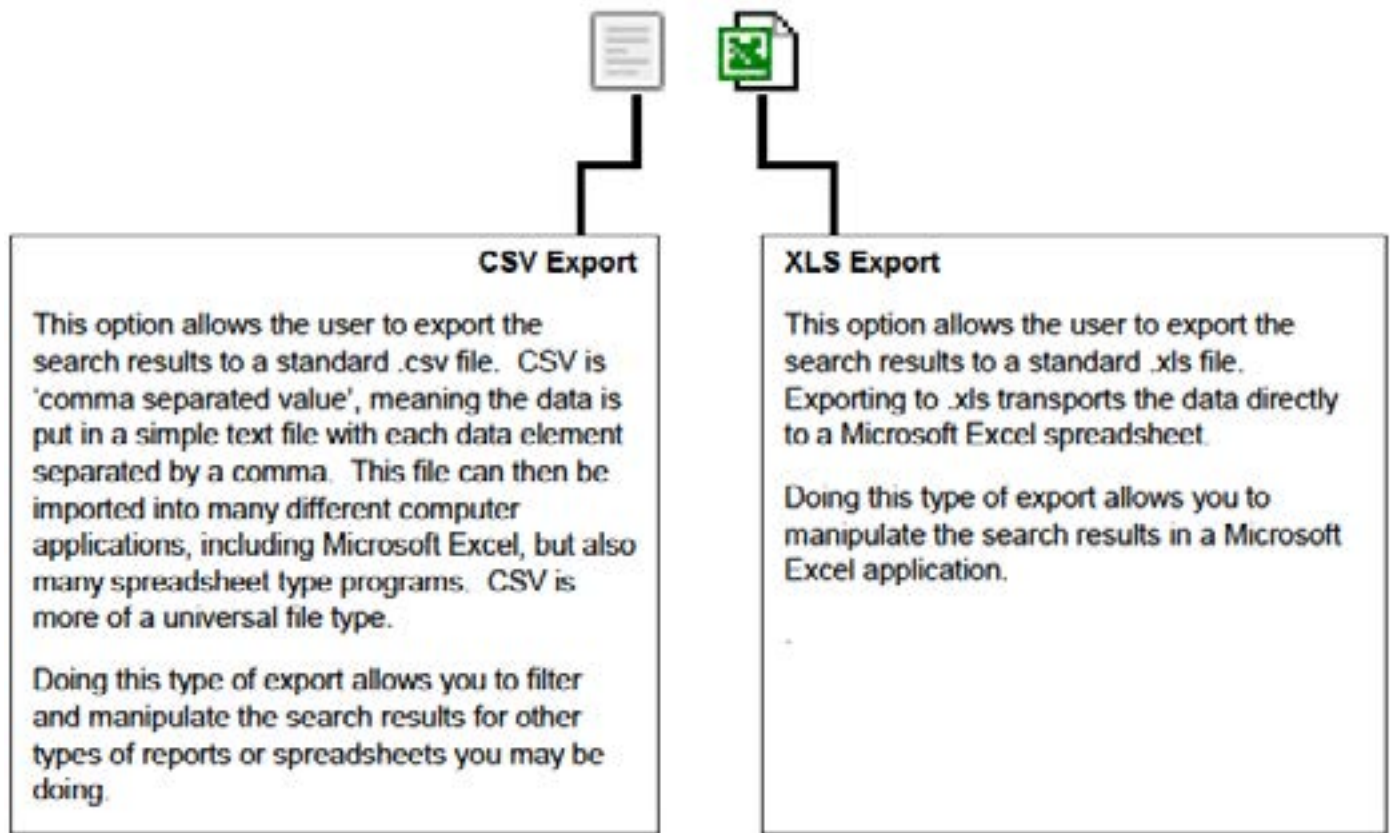


This option allows the user to select how many records to display per page of search results. The options are 10, 20, 50, or 100 records per page. The default is 20 records.

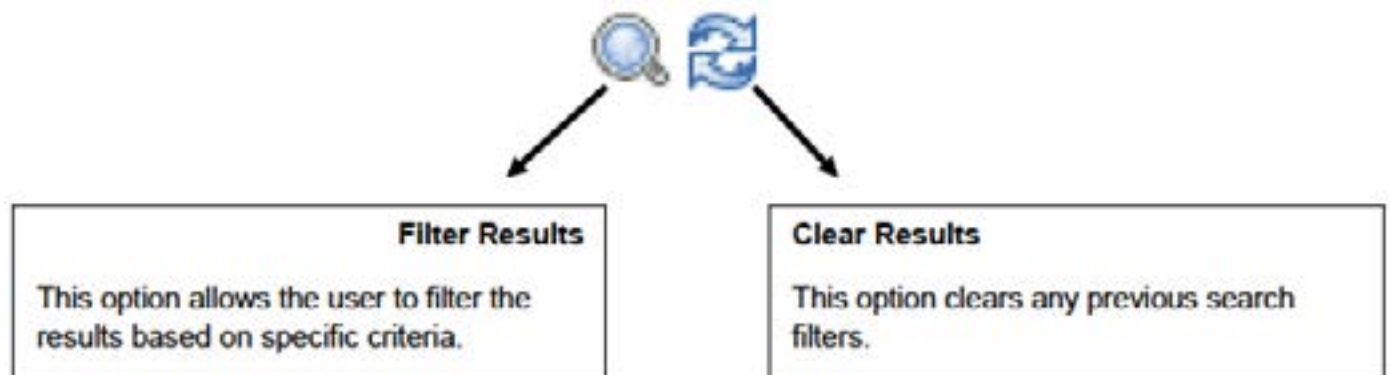
To change the default, select an option from the drop down.

The user may change this option at any time

2.9.3 Export Options



2.9.4 Other Result Options



2.9.5 Column Sort

Most columns in the search results are available to sort by. Roll the cursor over the blue header of each column and if the cursor changes to a hand, that column is available for sorting. Once the column has been sorted, a white arrow will appear next to the column header.



Case ID ▲	Auth ID	Child #	Child Name ▲	Last Activity	Trans Type
001001234	10	01	JENNIFER SMITH	05/17/2011 17:38:27	
001002345	20	02	ETHAN JONES	05/17/2011 17:43:22	
001003456	30	02	ANDRES RODRIGUEZ	05/17/2011 17:49:43	
001004567	40	03	BETH MILLER	05/17/2011 17:55:12	

2.9.6 Browser Buttons

Internet Explorer has “Back” and “Forward” buttons; sometimes called, “Next” and “Previous” buttons. These functions also work within the Provider Web Portal to allow for easy navigation between screens.

For purposes of this manual, the buttons used in Internet Explorer are featured in this section.



3.0 Provider Screens

3.1 Provider Profile

Purpose: This screen displays your provider profile. It is often referred to as the “Home Screen.”

General Information: This screen contains general demographic information about your facility, i.e. facility name, address, phone number, etc. If you believe something on this screen is incorrect, contact your CCR&R representative .

Facility Information		Address	
Name:	JONES, JANE	Email:	
License # :		Address:	1000 MAIN STREET
EPPIC Provider ID:	0123456	City:	TRENTON
Status:	ACTIVE	State:	NJ
Provider Type:	T	Zip:	08601
Active Agreements:	5	County:	01-MERCER
Accreditation Status:	N	Phone #:	609-111-0000
Accreditation Date:	12/31/9999	Alternate Phone #:	
Union Information		Contact Information	
Union:	AFSCME	Contact Name:	JANE
Union Opt In Date:	05/16/2012	Contact Phone #:	609-111-0000

AGREEMENTS TRANSACTION ACTIVITY ADJUST CLOSURE DATES

Action Buttons	Function
AGREEMENTS	This button opens the Provider Agreement Report.
TRANSACTION	This button opens the Provider Transaction Report.
ACTIVITY	This button opens the Activity Report Screen.
ADJUST	This button opens the Adjustment History Screen.
CLOSURE DATES	This button opens the provider Closure Dates Screen.

While most users will see the above Provider Profile Screen upon successful login, some providers that have multiple sites will see a Welcome Screen that allows them to select which site they wish to view. A sample of this screen follows.

Provider Name	EPPIC Provider ID	Address	City	State
ABC CARE CENTER	123456789	1234 Main Street	Trenton	NJ
LMN CARE CENTER	987654321	5678 1st Street	Trenton	NJ

3.2 Provider Agreement Search

Purpose: This screen allows the user to search for agreements and displays a list of children authorized at your facility.

General Information: The user enters the search dates and the results are returned beneath the search boxes. Ordering of results is as follows:

1. By Case #
2. By Child Number (#)

The **Case Number** and **Agreement Number** are system generated numbers that occur when the information comes into the child care program from the state's eligibility system.

The **Child Number** is a system assigned number. At the time of conversion to e Child Care, existing children on the case are assigned a number beginning at 01, 02, 03 and so on - from youngest to oldest child on the case. New children added to the case after that, will be assigned the next number in numerical order for the case, regardless of their age within the family at that time.

EXAMPLE SHOWN ON NEXT PAGE.

New Jersey ECC Log-out

Inquiries | Reports | Admin

USER INFO

Provider Agreement Report

Provider Information

Facility Information	Address
Name: JONES, JANE	Address: 1000 MAIN STREET
License #: 0000123	City: TRENTON
EPPIC Provider ID: 0000123	State: NJ
Contact Information	County: 01-MERCER
Contact Name: JANE	Phone #: 609-111-0000
Contact Phone #: 609-111-0000	

Agreement Start Date Search

Active Agreements Between: 03/24/2012 - 05/24/2012 SEARCH RESET

(Month/Day/Year) Start Date End Date

Agreement Report

Case #	Agreement #	Child #	Child Name	Eligibility Type	Agmt Start Date	Agmt End Date
0123456	0000123400005678900001	01	JENNIFER SMITH	CCAP	03/10/2012	03/31/2012
0123456	0000123400005678900001	01	JENNIFER SMITH	CCAP	04/01/2012	04/30/2012
0123456	0000123400005678900001	01	JENNIFER SMITH	CCAP	05/01/2012	05/31/2012

Results 1 - 3 of 3.

PROFILE TRANSACTION ACTIVITY ADJUST CLOSURE DATES

3.3 Provider Transaction Search Screen

Purpose: This screen allows you to search for transactions performed at your facility. You can also search transaction for a specific case by entering the case number.

General Information: This is an inquiry screen that is available from the drop down menu on the main screen or from the Provider Profile screen. To execute a search, enter the date range you would like in the Start Date and End Date fields. The date must be entered in MM/DD/YYYY format. This means you must have a two digit number for the month and day and a 4 digit number for the year. For example: 05/02/2011 would represent May 2, 2011.

You can enter either a date range, or a case number, or both.

For example, if you'd like to retrieve a report of all transactions in the month of June, you would enter 06/01/2011 in the "Start Date" field and then 06/30/2011 in the "End Date" field and then press the Search button. You can leave the Case # field blank in this example.

Alternatively, you could leave the date fields blank and enter a case number only to retrieve a list of all transactions matching that case number.

Further actions are described below.

Report on dates between: -

(Month/Day/Year) Start Date End Date

Case #:

Enter search dates here according to the format above

Enter case number here to search for a specific case

Action Buttons	Function
SEARCH	Click the Search button when you are ready to begin the search. This executes the search and brings back the records you have requested.
RESET	This button clears all information entered and resets the search screen to accept new dates or a new case number.

3.4 Provider Transaction Report

Purpose: This report shows all transactions that have occurred at your facility for the specified dates.

General Information: Order of the results is as follows:

- Date/Time of transaction
- Case Number
- Child Name
- Child Number

Any of these columns can be sorted and reordered by clicking in the blue header area of the column as explained in Section 2.9.5.

The **Trans Type** field shows the type of activity on the card at the facility. Some possible entries are:

- IN/OUT (Check In/ Check Out)
- P/IN or P/OUT (Previous Check In or Previous Check Out)
- SAF IN or SAF OUT (Check In/Out the occurred while the device was in Store and Forward mode)

For a swipe that was done as a “Previous” transaction, the date and time the Previous In/Out swipe actually occurred is shown in the **Entry Date/Time** field

The Response column notes the response received from the POS machine.

As a reminder, the results of this report can be exported to a .csv file or a .xls file as explained in section 2.9.3.

New Jersey ECC

Log-out

Inquiries | Reports | Admin

USER INFO

Provider - Transaction Report

Provider Information	
Facility Information	
Name:	JONES, JANE
License # :	
Contact Information	
Contact Name:	JANE
Contact Phone #:	609-111-0000
Address	
Address:	1000 MAIN STREET
City:	TRENTON
State:	NJ
County:	01-Mercer
Phone #:	609-111-0000

Provider Transaction Search	
Report on dates between:	05/01/2012 - 05/10/2012
(Month/Day/Year)	Start Date End Date
Case #:	
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>	

Provider Transaction Report							
Trans Date/Time	Case #	Child Name	Child #	Trans Type	Entry D/T	Response	
05/09/2012 11:00 PM	0123456	JENNIFER SMITH	01	P/OUT	05/14/2012 07:45 PM	(00) SUCCESS/APPROVED	<input type="button" value="VOID"/>
05/09/2012 03:00 PM	0123456	JENNIFER SMITH	01	P/IN	05/14/2012 07:44 PM	(00) SUCCESS/APPROVED	<input type="button" value="VOID"/>
05/09/2012 06:34 PM	0123456	JENNIFER SMITH	01	P/OUT	05/08/2012 06:34 PM	(00) SUCCESS/APPROVED	<input type="button" value="VOID"/>
05/09/2012 10:00 AM	0123456	JENNIFER SMITH	01	P/IN	05/08/2012 06:33 PM	(00) SUCCESS/APPROVED	<input type="button" value="VOID"/>
05/09/2012 16:00 PM	0123456	JENNIFER SMITH	01	P/OUT	05/08/2012 06:32 PM	(00) SUCCESS/APPROVED	<input type="button" value="VOID"/>
05/09/2012 10:00 AM	0123456	JENNIFER SMITH	01	P/IN	05/08/2012 06:31 PM	(00) SUCCESS/APPROVED	<input type="button" value="VOID"/>

As a provider, you may also void transactions by clicking on the VOID button as shown above. This action will result in the following dialog box requesting confirmation of the VOID request.

Message from webpage	
 Void Transaction for Case #: ##### dated MM/DD/YYYY HH:MM AM/PM?	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	



General Information: The results show all children at your facility, the date and time of the transaction as well the transaction type and the response for each transaction

20

3.6 Case Inquiry Screens

Purpose: This screen allows the user to search for cases with agreements for your facility.

General Information: The results show all cases and the children in those cases. You can search cases by name and/or case number.

New Jersey ECC Log-out

Inquiries | Reports | Admin

USER INFO

Case Inquiry

Enter complete or partial data in one or more of the following fields to retrieve all matching names:

First Name:

Last Name:

Case #:

County:

SEARCH RESET

The following screen shows a sample of case search.

New Jersey ECC Log-out

Inquiries | Reports | Admin

USER INFO

Case

Case Search Results

Last Name	First Name	Case #	Card #	Card Status	P/A	County
SMITH	JANE	0123456	0001230004560000	ACTIVE	P	01-MERCER

Results 1 - 1 of 1.

SEARCH

Clicking on “DETAILS” will direct you to the Case Profile screen and provide specific information for that case as shown below.

New Jersey ECC Log-out

Inquiries | Reports | Admin

USER INFO

Case - Profile

Case Information

Case #:	0123456
Address:	1000 MAIN STREET
City:	TRENTON
State:	NJ
Zip:	08601
County:	01-MERCER
Home Phone:	609-111-0000
Work Phone:	609-111-1111
Mobile Phone:	
School District Code:	0123

Cardholders

Name	Card#:	Status P/A
JANE SMITH	0001230004560000	Active P

Authorized Children

Name	Child #
JENNIFER SMITH	01

System Of Record

System Of Record	CARES
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PROFILE AGREEMENTS TRANSACTION ACTIVITY ADJUST CLOSURE DATES

3.7 Agreement Inquiry Screens

Purpose: This screen allows you to search for agreements at your facility.

General Information: The fields available on this screen include name, case number, agreement number, and county allowing you to filter searches.

New Jersey ECC Log-out

Inquiries | Reports | Admin

USER INFO

Agreement

Agreement Inquiry

Enter complete or partial data in one or more of the following fields to retrieve all matching authorizations.

Child First Name:

Child Last Name:

Case #:

Eligibility Type:

Agreement #:

County:

SEARCH RESET

The following shows the results of an Agreements Search.

New Jersey ECC Log-out

[Inquiries](#) | [Reports](#) | [Admin](#)

[Provider Inquiry](#) | [R INFO](#)

[Search Agreement](#)

[Search Case](#)

Agreement

Agreement Search Results

20

Last Name	First Name	Case #	Child #	Agreement #	Start Date	End Date	Provider	
SMITH	JENNIFER	0123456	01	0001234560007890001234	09/01/2012	09/30/2012	JONES, JANE	DETAILS
SMITH	JENNIFER	0123456	01	0001234560007890001234	08/01/2012	08/31/2012	JONES, JANE	DETAILS
SMITH	JENNIFER	0123456	01	0001234560007890001234	07/01/2012	07/31/2012	JONES, JANE	DETAILS
SMITH	JENNIFER	0123456	01	0001234560007890001234	06/01/2012	06/30/2012	JONES, JANE	DETAILS
SMITH	JENNIFER	0123456	01	0001234560007890001234	05/01/2012	05/31/2012	JONES, JANE	DETAILS
SMITH	JENNIFER	0123456	01	0001234560007890001234	04/01/2012	04/30/2012	JONES, JANE	DETAILS
SMITH	JENNIFER	0123456	01	0001234560007890001234	03/10/2012	03/31/2012	JONES, JANE	DETAILS

Results 1 - 7 of 7.

[SEARCH](#)

Clicking on the “DETAIL” button allows you to see specific information on each agreement as shown on the following screen.

New Jersey ECC Log-out

[Inquiries](#) | [Reports](#) | [Admin](#)

[USER INFO](#)

Agreement - Profile

Agreement Information

Child Information		Address Information	
Case #:	0012345	Address:	1000 MAIN STREET
Case Member ID :	012345678		
Child Name:	JENNIFER SMITH	City:	TRENTON
Child # :	01	State:	NJ
DOB:	05/17/2009	Zip:	08601
		County:	01 - MERCER
		Phone:	609-111-0000

Agr# 5095919341001809012012	Start 09/01/2012	End 09/30/2012	Provider: JONES, JANE
Agr# 5095919341001808012012	Start 08/01/2012	End 08/31/2012	Provider: JONES, JANE
Agr# 5095919341001807012012	Start 07/01/2012	End 07/31/2012	Provider: JONES, JANE
Agr# 5095919341001806012012	Start 06/01/2012	End 06/30/2012	Provider: JONES, JANE
Agr# 5095919341001805012012	Start 05/01/2012	End 05/31/2012	Provider: JONES, JANE
Agr# 5095919341001804012012	Start 04/01/2012	End 04/30/2012	Provider: JONES, JANE
Agr# 5095919341001803012012	Start 03/10/2012	End 03/31/2012	Provider: JONES, JANE

[PROFILE](#) | [AGREEMENTS](#) | [TRANSACTION](#) | [ACTIVITY](#) | [ADJUST](#) | [CLOSURE DATES](#)

3.8 Provider Closure Screen

Purpose: This screen provides you with a list of your closure dates that have been entered on behalf of your facility.

General Information: The fields available on this screen include name, case number, agreement number, allowing you to filter searches.

New Jersey ECC

Log-out

Inquiries | Inquiries | Manual Claims | Reports | Admin

USER INFO

Provider Closure Dates

Provider Information

Facility Information		Address	
Name:	JONES' KID ROUNDUP	Address:	1000 Main Street
License #:	0123456	City:	TRENTON
Contact Information		State:	NJ
Contact Name:	Jane Jones	County:	1-Mercer
Contact Phone #:	609-111-0000	Phone #:	609-111-0000

Provider Closure Date

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Closure Date	Closure Type
01/01/2011	Holiday
02/02/2011	Closure
07/04/2011	Holiday
09/01/2011	Holiday
10/02/2011	Closure
11/24/2011	Holiday
12/01/2011	Closure
12/24/2011	Holiday

Results 1-8 of 8

PROFILE
Agreements
TRANSACTION
ACTIVITY
ADJUST

3.9 Provider Adjustment Screens

Purpose: This screen allows you to view adjustments that have been made for your facility.

General Information: The fields available on this screen include entry date, amount of the adjustment balance, adjustment type, the status of the adjustment and the settlement date of the adjustment amount.

New Jersey ECC Log-out

[Inquiries](#) | [Reports](#) | [Admin](#)

USER INFO

Provider - Adjustment History

Provider Information

Facility Information		Address	
Name:	SMITH, JANE	Address:	1000 MAIN STREET
License # :		City:	TRENTON
Contact Information		State:	NJ
Contact Name:	JANE	County:	01-Mercer
Contact Phone #:	609-111-0000	Phone #:	609-111-0000

Adjustment History

20

Entry Date	Amount	Balance	Adj Type	Status	Settled Date	
04/05/2012	84.02	0.00	Pay	SETTLED	04/08/2012	DETAILS
04/05/2012	32.01	0.00	Pay	SETTLED	04/08/2012	DETAILS
04/05/2012	85.36	0.00	Pay	SETTLED	04/08/2012	DETAILS

Results 1 - 3 of 3.

[PROFILE](#) [AGREEMENTS](#) [TRANSACTION](#) [ACTIVITY](#) [CLOSURE DATES](#)

ADJUSTMENT DETAIL SCREEN:

Selecting the detail button allows the viewer to see a description of the selected adjustment.

Provider Adjustment Information

Recurring Dollar Amount:	64.02	Effective Date:	03 / 23 / 2012 (MM/DD/YYYY)
Recurring Percent Amount:	0.00	Settlement Date:	04/08/2012
Total Dollar Amount:	84.02	Status:	SETTLED
Case #:	0012345	Adjustment Type:	<input checked="" type="radio"/> Pay <input type="radio"/> Recoup
Agreement #:	000012340000367800009	Reason Code:	Other
Current Balance:	0.00	Entered By:	PAUL THOMPSON
		Last Modified By:	PAUL THOMPSON

Note: CCAP, JENNIFER SMITH, NOT IN EPIC

[PROFILE](#) [AGREEMENTS](#) [TRANSACTION](#) [ACTIVITY](#) [CLOSURE DATES](#)

3.10 Provider Payment Screens

Purpose: The following screens allow the user to view payment information for your facility. There are several screens which provide you different payment data based on the screen selected.

General Information: After selecting the settlement date to search. Additional screens available include the Payment Detail Screen, Child Payment Detail Screen, Child Attendance Detail Screen, Payment Adjustment Detail Screen, and Case Payment Detail Screen.

The screenshot displays the 'New Jersey ECC' web portal interface. At the top, there is a blue header bar with the text 'New Jersey ECC' on the left and a 'Log-out' link on the right. Below the header, there is a navigation bar with links for 'Inquiries', 'Reports', and 'Admin'. A 'USER INFO' button is located on the right side of the page. The main content area is titled 'Provider Payment Inquiry'. Below this title, there is a form with a 'Settlement Date' dropdown menu. The dropdown menu is open, showing a list of dates from 10/01/2010 to 10/07/2010. A 'Select' button is located below the dropdown menu. The page also includes a 'Provider Payment Inquiry' tab and a 'Select' button.

Selecting the date of the report shown in the drop down box will result in the display of the Provider Payment Detail Screen shown on the following screen.

Provider Payment Detail Screen:

New Jersey ECC
Log-out

Inquiries | Reports | Admin

USER INFO

Provider Payment Detail

Provider Information

Facility Information		Address	
Name:	JONES, JANE	Address:	1000 MAIN STREET
License # :		City:	TRENTON
FPPIC Provider ID:	0000123	State:	NI
Contact Information		County:	01-MERCER
Contact Name:	JANE	Phone #:	609-111-0000
Contact Phone #:	609-111-0000		

Provider Payment Details

Settlement Date	05/05/2012
Payment Period	04/22/2012 - 05/05/2012

Child Name	Case #	Agreement #	Case Member ID	Eligibility Type	Attendance Amount	Copay Amount	Total
SMITH, JENNIFER	0123456	00123456789009876543210	012345678	CCAP	\$74.69	(\$0.00)	\$74.69
SMITH, JENNIFER	0123456	00123456789009876543210	012345678	CCAP	\$32.01	(\$0.00)	\$32.01

Total Attendance Payment Amount	\$106.70
Total Provider Adjustment Amount	(\$0.00)
Total Union Payment Amount	(\$0.00)
Total ACS ACH Adjustment Amount	(\$0.00)
Total Payment Amount	\$106.70

SEARCH

Clicking on the Total amount for a child will show the Child Payment Detail Screen giving you detail for that child payment shown in the following screen.

Child Payment Detail Screen:

New Jersey ECC

Log-out

[Inquiries](#) | [Reports](#) | [Admin](#)

USER INFO

Provider - Child Payment Detail

Provider Information

Facility Information		Address	
Name:	JONES, JANE	Address:	1000 MAIN STREET
License # :		City:	TRENTON
CPPIC Provider ID:	0000123	State:	NJ
Contact Information		County:	01-MERCER
Contact Name:	JANE	Phone #:	609-111-0000
Contact Phone #:	609-111-0000		

Agreement Information

Child Information		Agreement Information	
Case #:	0001230	Agreement #:	1234567891234567891234
Case Member ID:	123456789	Authorized Care:	FULL TIME
Child Name:	JENNIFER SMITH	Auth Weekly Full Time Days:	5
Child #:	01	Adjusted Full Time Rate:	\$10.67
DOB:	05/17/2009	Auth Weekly Part Time Days:	0
		Adjusted Part Time Rate:	\$10.67
		Daily Copay:	\$2.53
		Eligibility Type:	CCAP
		Care Level Code:	2-Pre-Sch (2.5 up to 5 yrs)

Child Payment Information

Settlement Date:
Payment Period:

Rate Determination			
Full Time Attendance Days:	7	Part Time Attendance Days:	0
Full Time Sick Days:	0	Part Time Sick Days:	0
Full Time Absent Days Paid:	0	Part Time Absent Days Paid:	0
Full Time Closure Days Paid:	0	Part Time Closure Days Paid:	0
Bi-Weekly Copay Amount Deducted	\$0.00	Unpaid Authorized Days:	2
Full Time Days in Previous Periods:	0	Part Time Days in Previous Periods:	0

PROVIDER PAYMENT

By clicking on the blue links shown in the Child Payment Information box, the detail of the attendance information will be shown on the Child Attendance Detail screen in the following illustration.

Child Attendance Detail Screen:

[Log-out](#)
[Inquiries](#) | [Reports](#) | [Admin](#)
USER INFO

Child Attendance Details

Provider Information

Facility Information		Address	
Name:	JONES, JANE	Address:	1000 MAIN STREET
License # :		City:	TRENTON
EPPIC Provider ID:	0000123	State:	NJ
Contact Information		County:	01-MERLER
Contact Name:	JANE	Phone #:	609-111-0000
Contact Phone #:	609-111-0000		

Agreement Information

Child Information		Agreement Information	
Case #:	0001230	Agreement #:	1234567891234567891234
Case Member ID:	123456789	Authorized Care:	FULL TIME
Child Name:	JENNIFER SMITH	Auth Weekly Full Time Days:	5
Child #:	01	Adjusted Full Time Rate:	\$10.67
DOB:	05/17/2009	Auth Weekly Part Time Days:	0
		Adjusted Part Time Rate:	\$10.67
		Daily Copay:	\$3.53
		Eligibility Type:	CCAP
		Care Level Code:	2-Pre-Sch (2.5 up to 5 yrs)

Attendance for Payment Period of 04/22/2012 to 05/05/2012

20

Trans Type	Check-In Date/Time	Trans Type	Check-Out Date/Time	Duration	Payment Type	Manual Adjust?
P/IN	04/22/2012 03:00 PM	OUT	04/22/2012 11:29 PM	08:29	Full Time	N
P/IN	04/23/2012 03:00 PM	P/OUT	04/23/2012 11:00 PM	08:00	Full Time	N
IN	04/24/2012 01:51 PM	P/OUT	04/24/2012 11:00 PM	09:08	Full Time	N
P/IN	04/25/2012 03:00 PM	P/OUT	04/25/2012 11:00 PM	08:00	Full Time	N
P/IN	04/26/2012 03:00 PM	OUT	04/26/2012 11:31 PM	08:31	Full Time	N
P/IN	04/29/2012 03:00 PM	P/OUT	04/29/2012 11:00 PM	08:00	Full Time	N
P/IN	04/30/2012 03:00 PM	P/OUT	04/30/2012 11:00 PM	08:00	Full Time	N

Results 1 - 7 of 7.

Days Paid at Full Time Rate: 7
Days Paid at Part Time Rate: 0

30

Payment Adjustment Detail Screen:

New Jersey ECC

Log-out | Inquiries | Reports | Admin

USER INFO

Provider Payment Adjustment Detail

Provider Information

Facility Information		Address	
Name:	JONES, JANE	Address:	1000 MAIN STREET
License # :		City:	TRENTON
EPPIC Provider ID:	0000123	State:	NJ
Contact Information		County:	01-MERCER
Contact Name:	JANE	Phone #:	609-111-0000
Contact Phone #:	609-111-0000		

Provider Payment Adjustment Information

Settlement Date: 04/09/2012
Payment Period: 03/11/2012 - 03/24/2012

Navigation: [Icons] | 20 | [Icons]

Seq#	Reason	Note	Agreement #	Case #	Amount
1	Other	CCAP, SMITH JENNIFER, NOT IN EPPIC.	6091110000001002003004	0012345	\$05.36
2	Other	CCAP, SMITH JENNIFER, NOT IN EPPIC.	6091110000001002003004	0012345	\$32.01
3	Other	CCAP, SMITH JENNIFER, NOT IN EPPIC.	6091110000001002003004	0012345	\$64.02

Results 1 - 3 of 3.

Total Provider Adjustment Amount \$101.39

PROVIDER PAYMENT

This screen is accessed from the Provider Payment Detail Screen by clicking on the Case Number for any detail line item. The amount reflected on the Provider Payment Detail Screen is then detailed on this screen under the Case Payment Detail block.

Case Payment Detail Screen:

New Jersey ECC

Log-out

Inquiries | Reports | Admin

USER INFO

Case Payment Details

Case Information

Case #:	01001000	Cardholders	
Name:	JANE D SMITH	Name	Card#:
Address:	1000 MAIN STREET	JANE D SMITH	010000012300345
		Status P/A	Active P
		Authorized Children	
City:	TRENTON	Child Name	Child #
State:	NJ	JENNIFER M SMITH	01
Zip:	08601	System Of Record	
County:	MERCER	System Of Record	CARPS
Home Phone:	609-111-0000		
Work Phone:			
Mobile Phone:			
School District Code:	0110		

Case Payment Details

Settlement Date

04/08/2012

Payment Period

03/11/2012 - 03/24/2012

Child Name

JENNIFER M SMITH

EPPIC Provider ID	Attendance Amount	Co-pay	Deductions/ Adjustments	Total
0000123	\$117.37	\$0.00	\$0.00	\$117.37
Total Payment Amount				\$117.37

SEARCH

3.11 Unmatched Check-In/Check-Out Report

Purpose: This screen allows you to view a report of all unmatched transactions for children that have checked in but have not checked out.

General Information: This report is useful in identifying parents that have not completed transactions for an attendance cycle.

You can select a report for either today's transactions or a report covering the previous 20 days. A sample of this type of report is shown below.

Trans Date/Time	Case #	Child Name	Agreement #	Trans Type
05/22/2012 03:00PM	1401057	JENNIFER SMITH	0000123400005678000090	P/IN

3.12 Provider 1099 Report

Purpose: This screen allows you to retrieve a 1099 form for your facility.

General Information: The year is selected through a drop down box and clicking on search.



The screenshot shows the 'New Jersey ECC' web portal. At the top right, there is a 'Log-out' link. Below the header, there are navigation links for 'Inquiries', 'Reports', and 'Admin'. A 'USER INFO' button is also visible. The main content area is titled 'Provider 1099 Form Search'. Inside this section, there is a form with a label 'For Year:' followed by a dropdown menu currently showing '2012'. Below the dropdown is a blue 'SEARCH' button.

4. Help

- For further assistance with the NJ e-Child Care Provider Web Portal, contact your Child Care Resource & Referral Agency (CCR&R) OR;
 - Provider Help Line 1-877-516-5776