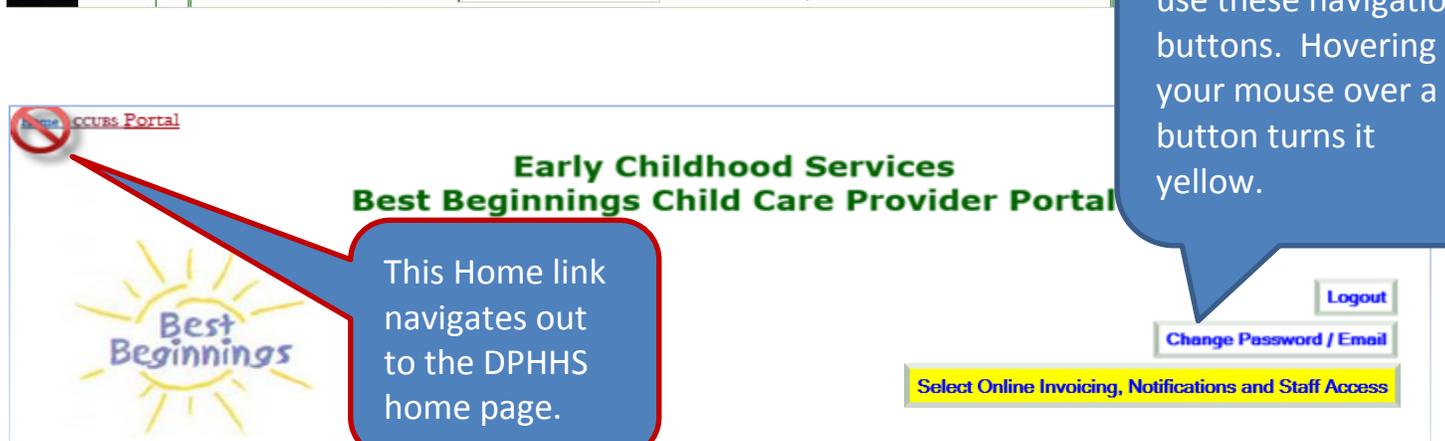
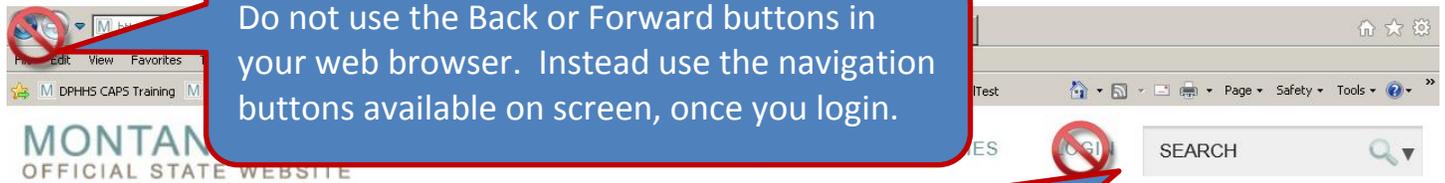


EARLY CHILDHOOD SERVICES BUREAU BEST BEGINNINGS PROVIDER PORTAL USER GUIDE

Background: This guide was created for child care providers to explain and demonstrate the common tasks you can perform on Early Childhood Services Best Beginnings Child Care Provider Portal. But first, a couple of general tips.



EARLY CHILDHOOD SERVICES BUREAU BEST BEGINNINGS PROVIDER PORTAL USER GUIDE

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SIGNING ON

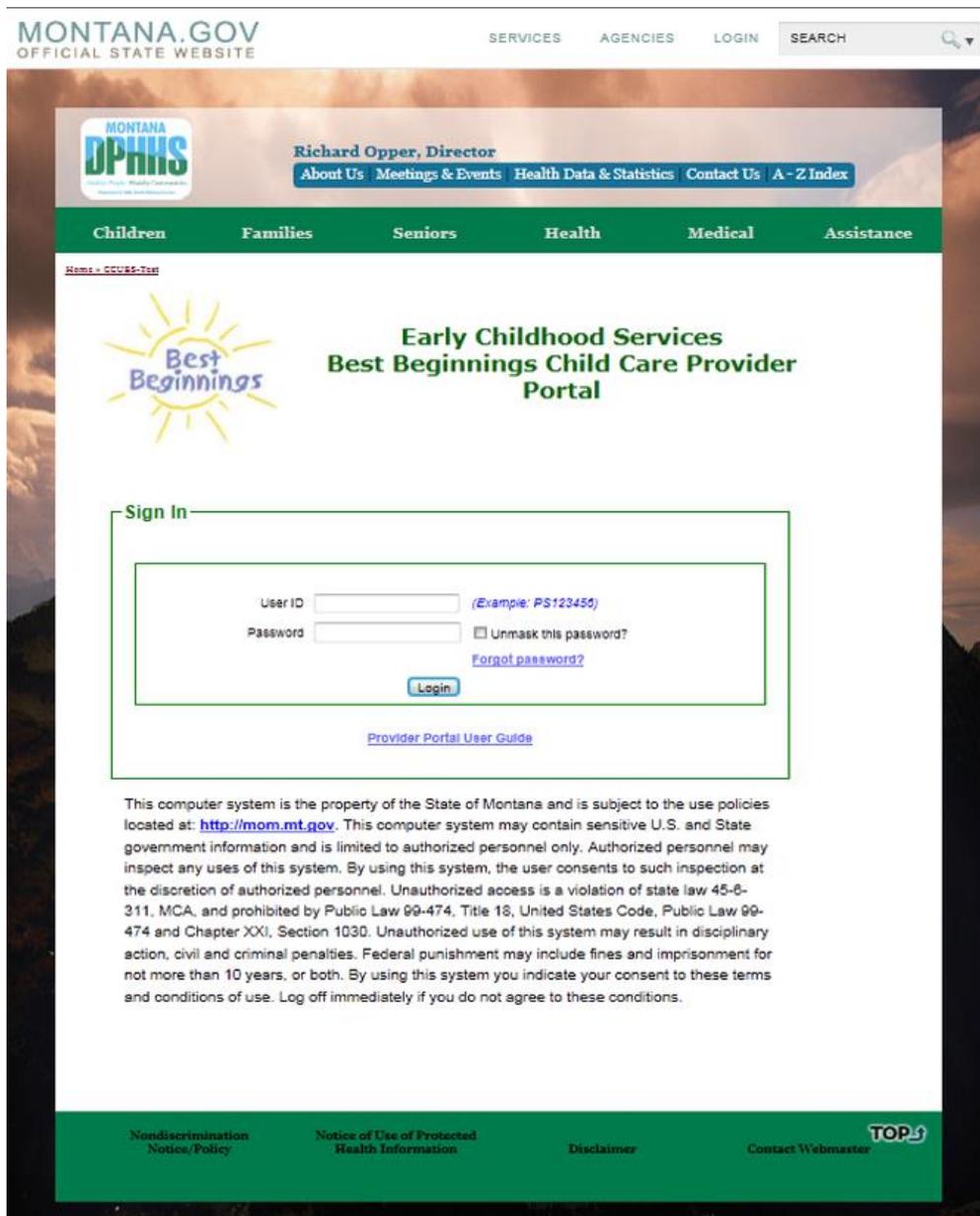
Follow the steps below to get a sign on to the provider portal

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



2. Access the Best Beginnings Provider Portal:

- The URL is located at <http://www.bestbeginnings.mt.gov/>



The screenshot shows the Montana.gov official state website. At the top, there is a navigation bar with 'SERVICES', 'AGENCIES', 'LOGIN', and 'SEARCH'. Below this is the Montana DPHHS logo and the name of the Director, Richard Opper. A menu bar lists 'Children', 'Families', 'Seniors', 'Health', 'Medical', and 'Assistance'. The main content area features the 'Best Beginnings' logo and the title 'Early Childhood Services Best Beginnings Child Care Provider Portal'. A 'Sign In' box contains fields for 'User ID' (with an example 'PS123456') and 'Password', along with an 'Unmask this password?' checkbox and a 'Forgot password?' link. A 'Login' button is positioned below the fields. A link for 'Provider Portal User Guide' is located below the sign-in box. A disclaimer text block follows, stating that the system is the property of the State of Montana and is subject to use policies. At the bottom, there is a footer with links for 'Nondiscrimination Notice/Policy', 'Notice of Use of Protected Health Information', 'Disclaimer', and 'Contact Webmaster', along with a 'TOP' button.

3. Type your PS number in the Username field.

Sign In

User ID *(Example: PS123456)*

Password Unmask this password?

[Forgot password?](#)

[Provider Portal User Guide](#)

4. Type your password in the Password field.

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

Sign In

User ID *(Example: PS123456)*

Password Unmask this password?

[Forgot password?](#)

[Provider Portal User Guide](#)

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

Sign In

User ID *(Example: PS123456)*

Password Unmask this password?

[Forgot password?](#)

[Provider Portal User Guide](#)

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

Either User ID or Password is incorrect. Please reenter.

If incorrect login information is entered three or more consecutive times, this message will display:

**You have exceeded 3 attempts at entering your User ID and/or Password.
You must wait 15 minutes before attempting to log in again.**

You can [change your password](#) if desired, and [enter an email address](#) into the system, so that future passwords can be received faster, via email.

GETTING A NEW PASSWORD

Follow the steps below to get a new password sent to you if you have forgotten your password

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



Chrome



Firefox



Internet Explorer

2. Access the Best Beginnings Provider Portal:

- The URL is located at <http://www.bestbeginnings.mt.gov/>

The screenshot shows the Montana.gov official state website. At the top, there is a navigation bar with 'SERVICES', 'AGENCIES', 'LOGIN', and a 'SEARCH' box. Below this is the 'MONTANA DPHHS' logo and a banner for 'Richard Opper, Director' with links for 'About Us', 'Meetings & Events', 'Health Data & Statistics', 'Contact Us', and 'A-Z Index'. A green navigation bar contains links for 'Children', 'Families', 'Seniors', 'Health', 'Medical', and 'Assistance'. The main content area features the 'Best Beginnings' logo and the title 'Early Childhood Services Best Beginnings Child Care Provider Portal'. A 'Sign In' section contains a form with 'User ID' and 'Password' fields, an 'Unmask this password?' checkbox, a 'Forgot password?' link, and a 'Login' button. Below the form is a link to the 'Provider Portal User Guide'. A disclaimer at the bottom states that the system is the property of the State of Montana and is subject to use policies, with a link to <http://mom.mt.gov>. The footer includes links for 'Nondiscrimination Notice/Policy', 'Notice of Use of Protected Health Information', 'Disclaimer', and 'Contact Webmaster', along with a 'TOP' button.

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

Sign In

User ID (Example: PS123456)
Password Unmask this password?
[Forgot password?](#)

[Provider Portal User Guide](#)

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

Request Password

User ID (Example: PS123456)
PV# (Example: PV234567)

5. Click the Request New Password button.

6. Receipt of new password

By E-mail:

If an e-mail address, for you, IS in the system, a new password will be e-mailed to you.

By Mail:

If an e-mail address, for you, is NOT in the system, a new password will be mailed to you via the US Postal Service.

Once you receive the new password, you are ready to log on using the system generated password. (You can then [change your password](#) if desired, and [enter an email address](#), into the system, so that future passwords can be received faster, via email.

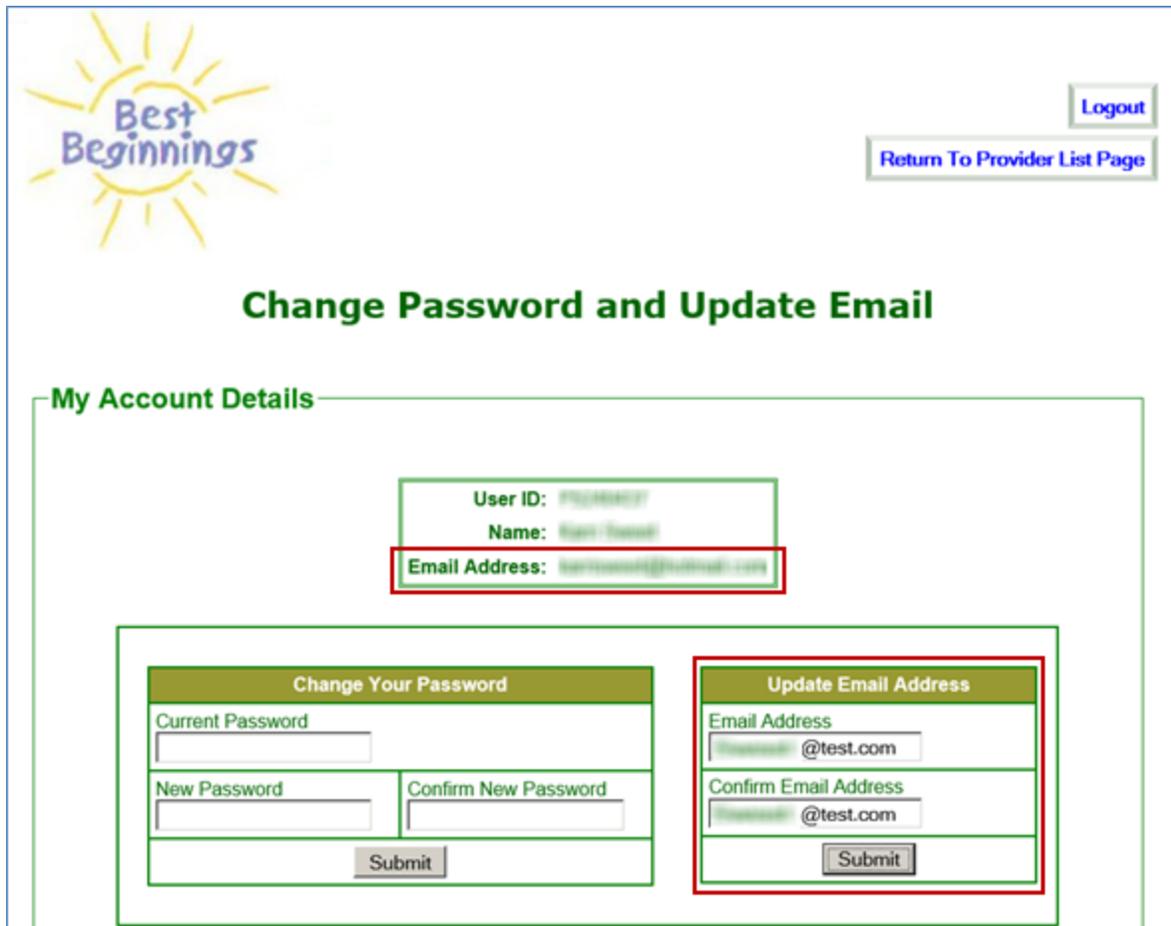
ENTERING/UPDATING E-MAIL ADDRESSES

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



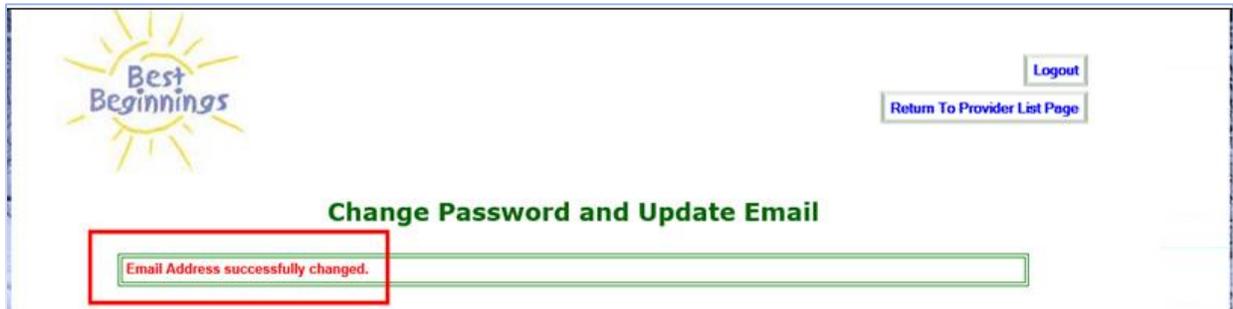
This window is displayed.

If the system has an email address for you, it will display beneath your User ID and Name.



2. In the Update Email Address section, click in the **Email Address** box and type your email address.

3. Tab to (or click in) the **Confirm Email Address** box and type your email address again.
4. Press Enter (or click the Submit button).
5. The system displays a confirmation message.



CHANGING YOUR PASSWORD

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

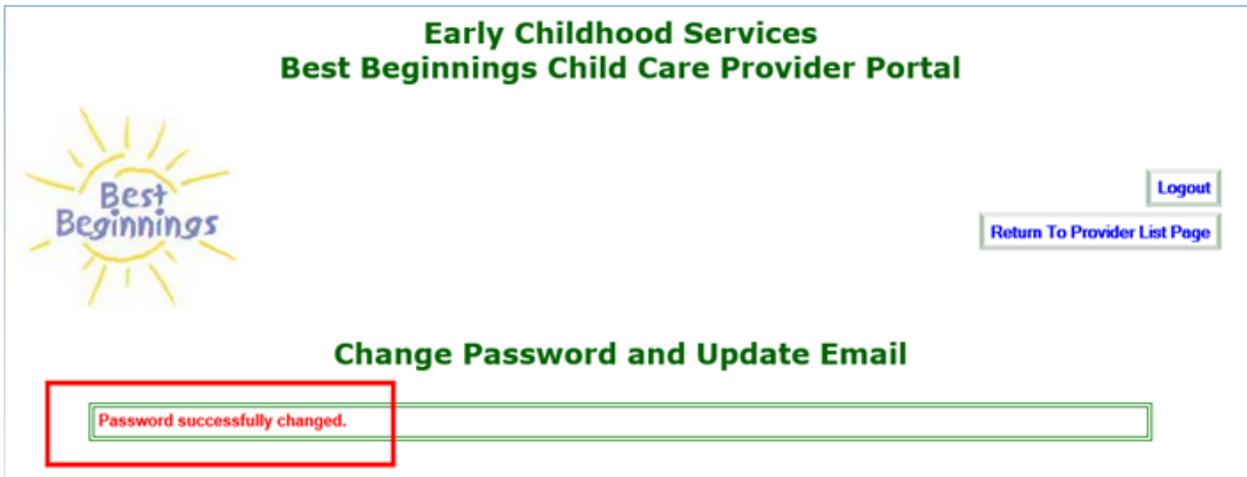


This window is displayed:

The screenshot shows the 'Change Password and Update Email' form. At the top is the 'Best Beginnings' logo and the title 'Early Childhood Services Best Beginnings Child Care Provider Portal'. There are 'Logout' and 'Return To Provider Page' buttons. The main heading is 'Change Password and Update Email'. Below this is a 'My Account Details' section with a box containing: 'User ID: [redacted]', 'Name: [redacted]', and 'Email Address: [redacted]'. There are two main form sections: 'Change Your Password' and 'Update Email Address'. The 'Change Your Password' section is highlighted with a red border and contains fields for 'Current Password', 'New Password', and 'Confirm New Password', along with a 'Submit' button. The 'Update Email Address' section contains fields for 'Email Address' and 'Confirm Email Address', along with a 'Submit' button.

2. Click in the Current Password field and type your current password.
3. Tab to (or click in) the New Password field and type your new password. Remember, passwords cannot include spaces.

4. Tab to (or click in) the Confirm New Password field and type your new password again.
5. Click the Submit button.
6. The system displays a confirmation message.



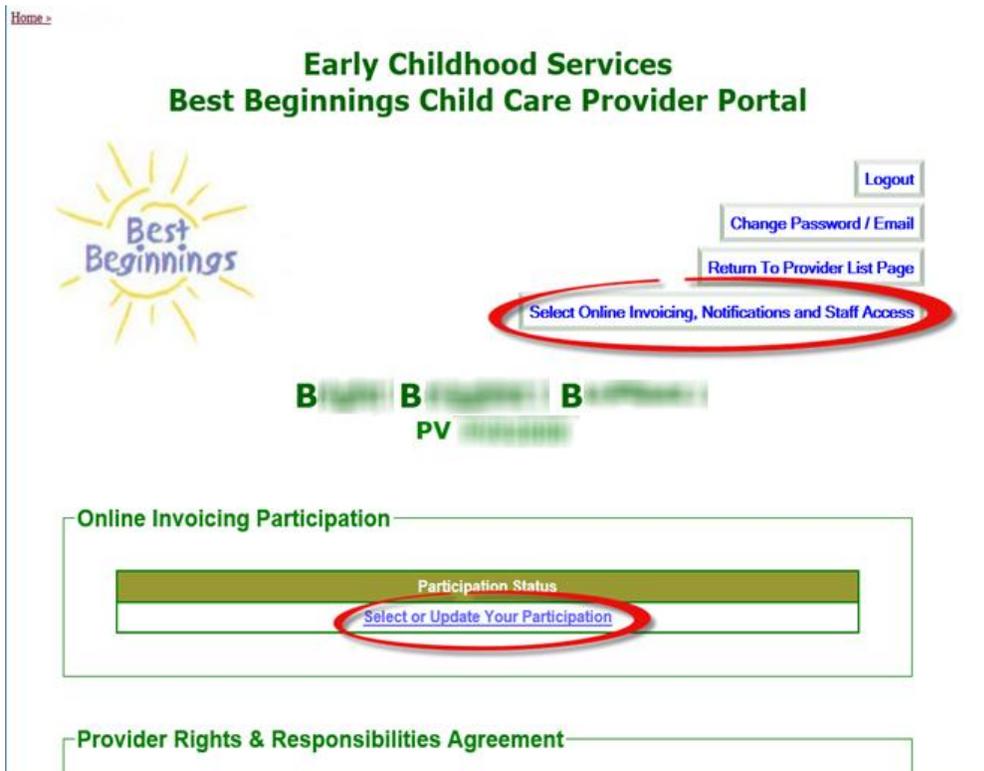
Start with Step 1 If... You have Multiple Facilities

Skip Step 1 If... You only have One facility

1. Click on the Provider/Facility Name in the CCUBS Provider List. This screen displays when you log in if you have multiple facilities.



2. On the page for the provider/facility, click on either the circled button or link.



3. Mark the checkbox in the Online Invoicing Participation section and click the “Begin Online Invoicing” button, if desired.

[Home](#)

Early Childhood Services Best Beginnings Child Care Provider Portal



[Logout](#)
[Return To Provider Page](#)
[Return To Provider List Page](#)

B **B** **B**
PV

Select Online Invoicing, Notifications and Staff Access

Online Invoicing Participation

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

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

Should you have any questions, you may contact <contact information> for further assistance.

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

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

[Begin Online Invoicing](#)

Note: If you had previously opted in and would like to opt out of online invoicing, the screen will display like this instead. Mark the checkbox in the Online Invoicing Participation section and click the “End Online Invoicing” button.

B **B** **B**
PV

Select Online Invoicing, Notifications and Staff Access

Online Invoicing Participation

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

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

Should you have any questions, you may contact <contact information> for further assistance.

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

This provider most recently began Online Invoicing on May 27, 2015 12:34:41 PM. Any invoices that were created after this time will be available for entry and submittal online through this portal.

This provider no longer wishes to participate in Online Invoicing.

[End Online Invoicing](#)

VIEWING/UPDATING E-MAIL NOTIFICATIONS - DIRECTORS ONLY

Start with Step 1 If... You have Multiple Facilities

Skip Step 1 If... You only have One facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

The screenshot shows the user interface for the Best Beginnings Child Care Provider Portal. At the top, there is a navigation bar with the Montana DPHHS logo and the user's name, Richard Opper, Director. Below the navigation bar, there are tabs for Children, Families, Seniors, Health, Medical, and Assistance. The main heading is "Early Childhood Services Best Beginnings Child Care Provider Portal". There is a "Logout" button and a "Change Password / Email" link. The "Provider List" section contains a table with the following data:

Provider/Facility Name	Provider ID	Status
Elo [blurred]	PV1 [blurred]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15
Elo [blurred]	PV1 [blurred]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15

2. On the page for the provider/facility, click on either the circled button or link.

The screenshot shows the provider/facility page. The main heading is "Early Childhood Services Best Beginnings Child Care Provider Portal". There is a "Logout" button, a "Change Password / Email" link, and a "Return To Provider List Page" link. A red circle highlights the link "Select Online Invoicing, Notifications and Staff Access". Below this, there is a section for "Online Invoicing Participation" with a table containing a "Participation Status" header and a "Select or Update Your Participation" link, which is also circled in red. At the bottom, there is a section for "Provider Rights & Responsibilities Agreement".

3. Mark any checkboxes desired in the Select Notifications section and click the Submit Selections button in that section.

Should you have any questions, you may contact <contact information> for further assistance.

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

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

Begin Online Invoicing

Select Notifications

I would like to receive email notifications for this provider when:

The submittal period for an invoice will expire in 15 days.

A child's authorization for coverage will expire in 15 days.

A child's authorization for coverage will expire in 3 business days.

Submit Selections

Staff Portal Access

XXXXXXXXXX - Caregiver

Access Monthly Invoices for entry of Requested Hours and Comments. Once an invoice has been submitted by the Director, this person will no longer be able to view the invoice.

Access Provider SOR's and invoices of any status.

VIEWING/UPDATING STAFF ACCESS - DIRECTORS ONLY

Start with Step 1 If... You have Multiple Facilities

Skip Step 1 If... You only have One facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

The screenshot shows the 'Early Childhood Services Best Beginnings Child Care Provider Portal'. At the top, it identifies the user as 'Richard Oppen, Director' and provides navigation links: 'About Us', 'Meetings & Events', 'Health Data & Statistics', 'Contact Us', and 'A-Z Index'. A green navigation bar contains links for 'Children', 'Families', 'Seniors', 'Health', 'Medical', and 'Assistance'. Below this is a 'Home > CCUBS/Text' link. The main heading is 'Early Childhood Services Best Beginnings Child Care Provider Portal' with the 'Best Beginnings' logo on the left. On the right, there are 'Logout' and 'Change Password / Email' buttons. The central section is titled 'Provider List' and contains a table with the following data:

Provider/Facility Name	Provider ID	Status
Elc [redacted]	PV1 [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15
Elc [redacted]	PV1 [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15

2. On the page for the provider/facility, click on either the circled button or link.

This screenshot shows the provider/facility page. It features the same header and navigation as the previous page. In the top right corner, there are 'Logout' and 'Change Password / Email' buttons. Below these, there are two buttons: 'Return To Provider List Page' and 'Select Online Invoicing, Notifications and Staff Access'. The latter button is circled in red. Below the buttons, there are three 'B' logos and a 'PV' logo. The main content area is titled 'Online Invoicing Participation' and contains a table with the following data:

Participation Status
Select or Update Your Participation

The 'Select or Update Your Participation' link is also circled in red. Below this table, there is a section titled 'Provider Rights & Responsibilities Agreement'.

3. Click any desired checkboxes in the Staff Portal Access section for the individuals listed.

Staff Portal Access

- Fr [REDACTED] ; F [REDACTED] - Caregiver

Access Monthly Invoices for entry of Requested Hours and Comments. Once an invoice has been submitted by the Director, this person will no longer be able to view the invoice.

Access Provider SOR's and invoices of any status.

By checking this box, I, [REDACTED], certify that I am the Director of [REDACTED] and I authorize the staff permissions as indicated above.

4. Click the "By checking this box..." checkbox.
5. Click the Submit Selections button in this section.

UPDATING PROVIDER RIGHTS AND RESPONSIBILITIES - DIRECTORS ONLY

Start with Step 1 If... You have Multiple Facilities

Skip Step 1 If... You only have One facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

The screenshot shows the 'Best Beginnings Child Care Provider Portal' interface. At the top, there is a header with the Montana DPHHS logo and the name 'Richard Opper, Director'. Below the header is a navigation menu with links for 'About Us', 'Meetings & Events', 'Health Data & Statistics', 'Contact Us', and 'A - Z Index'. A secondary menu includes 'Children', 'Families', 'Seniors', 'Health', 'Medical', and 'Assistance'. The main content area features the 'Best Beginnings' logo and a 'Provider List' section. The list contains two entries, each with a 'Provider/Facility Name' (Elo), a 'Provider ID' (PV1), and a 'Status' of 'No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15'. There are 'Logout' and 'Change Password / Email' buttons in the top right corner.

2. On the page for the provider/facility, click on the "Completion required by..." link.

The screenshot shows the 'Provider Rights & Responsibilities Agreement' page for a provider. The header and navigation menus are identical to the previous screenshot. The main content area features the 'Best Beginnings' logo and a 'Provider Rights & Responsibilities Agreement' section. The status of the agreement is 'Completion required by - 6/11/15', which is circled in red. There are 'Logout', 'Change Password / Email', and 'Select Online Invoicing, Notifications and Staff Access' buttons in the top right corner.

3. Read and check each item by clicking on the box. Scroll down to complete all items.

Provider Rights and Responsibilities Agreement

PHHS-HCS/CC-018
(Rev. 01/14)

State of Montana Department of Public Health and Human Services Human and Community Services Division



Child Care Provider Rights and Responsibilities



Best Beginnings Child Care Scholarship Program

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

Thank you for choosing to provide care for children of families participating in the scholarship program. Completing and submitting this agreement is required before care is provided to Scholarship children. This agreement outlines your rights as a provider and explains the responsibilities that you are taking on as a provider in the program. Your completion and submission of this agreement is your acknowledgement you understand and agree with these rights and responsibilities. Unless revised, you will only have to complete this agreement once. Clicking each item's checkbox indicates you have read the statement and agree. Once submitted, your agreement will be reviewed and approved. A delay in the approving of your invoices for payment will occur if the agreement is not received.

Please read and check each item:

Click to Accept	Provider's Rights
<input checked="" type="checkbox"/>	1. I have the right to receive a copy of the Child Care Certification Plan. This identifies the family's start-date, end-date, hours of child care authorized, and co-payment amount, in which the family is responsible for paying directly to me.
<input checked="" type="checkbox"/>	2. If the family's circumstances change, and they lose eligibility for scholarship assistance before the end-date shown on the Child Care Certification Plan, a notice will be mailed to me fifteen (15) calendar days before the end of scholarship assistance. If there is no change to the certification plan during the span of eligibility, the certification plan becomes the notice to the provider when child care eligibility will end.
<input checked="" type="checkbox"/>	3. I have the right to timely payment for child care scholarship services.
<input checked="" type="checkbox"/>	4. I can anticipate the following invoice and payment schedule. Weekends and holidays delay this schedule: <ul style="list-style-type: none"> • Invoices are mailed to the provider during the month in which care is provided. • Invoices shall be submitted to the local Child Care Resource and Referral (CCR&R) agency immediately following the month in which care is provided. • Invoices are processed on the fifth business day of the month and on subsequent Tuesdays. Payments generally arrive in 2 to 3 business days after processing. <ul style="list-style-type: none"> • Payments for in-home LCPs ONLY are sent to the Parent, who is to pay the in-home provider. • If the payment address is incorrect, the payment will be sent by return mail back to the State. Allow a minimum of a one-week delay for the payment to be returned to the State, the correct address located, and the payment to be re-mailed. <ul style="list-style-type: none"> • FOR LCPs: This delay can be avoided by notifying the Centralized Services Provider before any address change. • FOR LICENSED AND REGISTERED FACILITIES: This delay can be avoided by notifying the local child care licensor before any address change. • A Direct Deposit option is available to electronically transfer payments to a payee's bank account.

4. After all numbered items are checked,
 - click in the box at the bottom to certify your role as Director and your agreement with all Rights and Responsibilities.



The screenshot shows a web form with a blue border. At the top, there are two lines of text in green: "B [redacted] B [redacted]" and "B [redacted] B [redacted] B [redacted] PV [redacted]". Below this is a checkbox with a checkmark, which is highlighted with a red square. To the right of the checkbox is the text: "By checking this box, I, B [redacted] B [redacted] certify that I am the Director of B [redacted] B [redacted] B [redacted] and I agree to these specified Rights And Responsibilities." Below the text are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red square. At the bottom of the form, there is a red error message: "If you are unable to submit the document, go back through the list of statements - you have left one unmarked."

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

VIEWING COMPLETED RIGHTS AND RESPONSIBILITIES

Start with Step 1 If... You have **Multiple** Facilities

Skip Step 1 If... You only have **One** facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

The screenshot shows the Montana DPHHS website header with the user name Richard Opper, Director. The navigation menu includes Children, Families, Seniors, Health, Medical, and Assistance. The page title is "Early Childhood Services Best Beginnings Child Care Provider Portal". There are "Logout" and "Change Password / Email" buttons. The "Provider List" section contains a table with the following data:

Provider/Facility Name	Provider ID	Status
Elo [redacted]	PV1 [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15
Elo [redacted]	PV1 [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15

2. On the page for the provider/facility, click on the "Completed <<date>>" link.

The screenshot shows the "Provider Rights & Responsibilities" page for a provider. The page title is "Early Childhood Services Best Beginnings Child Care Provider Portal". There are "Logout", "Change Password / Email", and "Select Online Invoicing, Notifications and Staff Access" buttons. The "Provider Rights & Responsibilities" section contains a table with the following data:

Status
Completed May 27 2015

3. Another smaller Internet Explorer window will open and display the PDF version of the Provider Rights & Responsibilities Agreement.

PHHS-HCS/CC-018
(Rev. 01/14)



STATE OF MONTANA
Department of Public Health and Human Services
Human and Community Services Division
Child Care Provider
Rights and Responsibilities
Best Beginnings Child Care Scholarship Program

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

Thank you for choosing to provide care for children of families participating on the scholarship program. Completing and submitting this form is required before care is provided for Scholarship children. This form outlines your rights as a provider and explains the responsibilities that you are taking on as a provider in the program. Your initials and signature show you understand and agree with these rights and responsibilities. Unless revised, you will only have to complete this form once. Typing your initials in the box provided indicates you have read the statement and agree. Once submitted, your form will be reviewed and approved. A delay in the processing of your invoices for payment may occur if the form is not received.

Please read and INITIAL each item:

<i>Initials</i>	Provider's Rights
<input checked="" type="checkbox"/>	1. I have the right to receive a copy of the Child Care Certification Plan. This identifies the family's start-date, end-date, hours of child care authorized, and co-payment amount, in which the family is responsible for paying directly to me.
<input checked="" type="checkbox"/>	2. If the family's circumstances change, and they lose eligibility for scholarship assistance before the end-date shown on the Child Care Certification Plan, a notice will be mailed to me fifteen (15) calendar days before the end of scholarship assistance. If there is no change to the certification plan during the span of eligibility, the certification plan becomes the notice to the provider when child care eligibility will end.
<input checked="" type="checkbox"/>	3. I have the right to timely payment for child care scholarship services.
<input checked="" type="checkbox"/>	4. I can anticipate the following invoice and payment schedule. Weekends and holidays delay this schedule: <ul style="list-style-type: none"> • Invoices are mailed to the provider during the month in which care is provided. • Invoices shall be submitted to the local Child Care Resource and Referral (CCR&R) agency immediately following the month in which care is provided. • Invoices are processed on the fifth business day of the month and on subsequent Tuesdays. Payments generally arrive in 2 to 3 business days after processing. <ul style="list-style-type: none"> • Payments for in-home LCPs ONLY are sent to the Parent, who is to pay the in-home provider. • If the payment address is incorrect, the payment will be sent by return mail back to the State. Allow a minimum of a one-week delay for the payment to be returned to the State, the correct address located, and the payment to be re-mailed. <ul style="list-style-type: none"> • FOR LCPs: This delay can be avoided by notifying the Centralized Services Provider before any address change. • FOR LICENSED AND REGISTERED FACILITIES: This delay can be avoided by notifying

VIEWING INVOICES

Start with Step 1 If... You have **Multiple** Facilities

Skip Step 1 If... You only have **One** facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

The screenshot shows the Montana DPHHS website interface. At the top, there is a navigation bar with the Montana DPHHS logo and the name of the Director, Richard Opper. Below this is a green navigation menu with categories: Children, Families, Seniors, Health, Medical, and Assistance. The main content area is titled 'Early Childhood Services Best Beginnings Child Care Provider Portal'. On the left is the 'Best Beginnings' logo, and on the right are 'Logout' and 'Change Password / Email' buttons. The central section is titled 'Provider List' and contains a table with the following data:

Provider/Facility Name	Provider ID	Status
Ele [redacted]	PVI [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15
Ele [redacted]	PVI [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15

2. On the page for the provider/facility
 - Click on the invoice month/year or
 - Click on the "Previous Invoices for..." link, if the month and year needed is not listed,

Early Childhood Services Best Beginnings Child Care Provider Portal



[Logout](#)

[Change Password / Email](#)

[Select Online Invoicing, Notifications and Staff Access](#)

B **B** **B**
PV

Provider Rights & Responsibilities Agreement

Status
Completed May-27-2015

Invoices & SORs

[Explanation of Invoice Statuses](#)
[Budget Buffer Basics](#)
[SORs by Month & Archived Documents](#)

Family	Family Invoices and SORs
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>A A</p> <p>CS</p> <p>A</p> </div>	<p style="text-align: center;">Invoice Month - Invoice Status</p> <ul style="list-style-type: none"> • May, 2015 - Pending Provider Submittal <p style="text-align: center;">Previous Invoices for A</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>C C</p> <p>CS</p> <p>C</p> </div>	<p style="text-align: center;">Invoice Month - Invoice Status</p> <ul style="list-style-type: none"> • May, 2015 - Pending Provider Submittal <p style="text-align: center;">Previous Invoices for C</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>C C</p> <p>CS</p> <p>C</p> </div>	<p style="text-align: center;">Invoice Month - Invoice Status</p> <ul style="list-style-type: none"> • Jun, 2015 - Issued to Provider <p style="text-align: center;">Previous Invoices for C</p>

3. Clicking on the month and year of an invoice displays the invoice page.
 - If an invoice is in paid, released, or processed status, the Invoice Status section will also display.
 - If the Authorization End Date is in red font, this indicates there is a gap in the authorization of services or that there is not a new Authorization of Services in place.
 - Click on the Invoice Number link to view a PDF of that invoice.

B [redacted] B [redacted] B [redacted]
PV [redacted]

May Invoice 2015

Invoice Date: 05/01/2015

Invoice Number: [redacted]

This invoice is for the billing period of 05/01/2015 - 05/31/2015. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must be limited to actual daily attendance, within one quarter hour, and must be for approved activities only within the limits of the child care certification plan. Sign-in/sign-out sheets must support the claims. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your local CCR&R office if you have any questions: [redacted]

Parent Information

Name:

A [redacted] A [redacted]

Address:

123 [redacted] Ave

H [redacted] MT 59 [redacted]

Case ID:

CS [redacted] CE1

Provider Rates

	Daily	Hourly
Infant	\$32.00	\$3.75
Child	\$30.00	\$3.50

Copayment Information

Co-Pay Obligation for May	\$170.00
Co-Pay Paid in May	\$

A [redacted] A [redacted]

DOB [redacted]

Authorization End Date: 05/31/2015

Next Authorization Begin Date:

Date of Service	Requested Hours	Comment	Date of Service	Requested Hours	Comment
Fri.05/01			Sat.05/16		
Sat.05/02			Sun.05/17		
Sun.05/03			Mon.05/18		
Mon.05/04			Tue.05/19		
Tue.05/05			Wed.05/20		
Wed.05/06			Thu.05/21		
Thu.05/07			Fri.05/22		
Fri.05/08			Sat.05/23		
Sat.05/09			Sun.05/24		
Sun.05/10			Mon.05/25		
Mon.05/11			Tue.05/26		
Tue.05/12			Wed.05/27		
Wed.05/13			Thu.05/28		
Thu.05/14			Fri.05/29		
Fri.05/15			Sat.05/30		
			Sun.05/31		

Save Updates

Cancel

- 4. On the Previous Invoices page, invoices submitted online would be listed.
 - As the list of online invoices grows, the "Previous Invoices for Jane Doe" link can be used.
 - Simply type a numerical benefit month/year (including century) and Submit.

Best Beginnings

[Logout](#)

[Return To Provider Page](#)

Family Invoice List

A [blurred] A [blurred]
CS [blurred]

Invoice List

Retrieve Invoice for Benefit Month

Enter Month (MM/YYYY)

[Submit](#)

WORKING AN INVOICE

Start with Step 1 If... You have **Multiple** Facilities

Skip Step 1 If... You only have **One** facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

MONTANA DPHHS
Department of Public Health and Human Services

Richard Opper, Director
About Us | Meetings & Events | Health Data & Statistics | Contact Us | A - Z Index

Children Families Seniors Health Medical Assistance

Home > CCUBS/Text

Early Childhood Services Best Beginnings Child Care Provider Portal

[Logout](#)
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Provider List

Providers

Provider/Facility Name	Provider ID	Status
Ele [redacted]	PVI [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15
Ele [redacted]	PVI [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15

2. On the page for the provider/facility, click on the invoice month and year that you wish to work.

Early Childhood Services Best Beginnings Child Care Provider Portal



[Logout](#)

[Change Password / Email](#)

[Select Online Invoicing, Notifications and Staff Access](#)

B **B** **B**
PV

Provider Rights & Responsibilities Agreement

Status
Completed May-27-2015

Invoices & SORs

[Explanation of Invoice Statuses](#)
[Budget Buffer Basics](#)
[SORs by Month & Archived Documents](#)

Family	Family Invoices and SORs
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>A A CS</p> <p>At A</p> </div>	<p style="text-align: center;">Invoice Month - Invoice Status</p> <ul style="list-style-type: none"> • May, 2015 - Pending Provider Submittal <p style="text-align: center;">Previous Invoices for A A</p>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>C C CS</p> <p>C C</p> </div>	<p style="text-align: center;">Invoice Month - Invoice Status</p> <ul style="list-style-type: none"> • May, 2015 - Pending Provider Submittal <p style="text-align: center;">Previous Invoices for C C</p>
<div style="border: 1px solid #ccc; padding: 5px;"> <p>C C CS</p> <p>C C</p> </div>	<p style="text-align: center;">Invoice Month - Invoice Status</p> <ul style="list-style-type: none"> • Jun, 2015 - Issued to Provider <p style="text-align: center;">Previous Invoices for C C</p>

- On the Invoice page, enter hours next to the appropriate dates of service in the Requested Hours fields, and an associated Comment if desired.

B **B** **B**
PV

May Invoice 2015

Invoice Date: 05/01/2015 **Invoice Number:** [REDACTED]

This invoice is for the billing period of 05/01/2015 - 05/31/2015. You will have the opportunity to submit the invoice the first day of the month following the billing period end date. Child care claims must be limited to actual daily attendance, within one quarter hour, and must be for approved activities only within the limits of the child care certification plan. Sign-in/sign-out sheets must support the claims. The child care program will not pay invoices or accept corrections submitted 60 days beyond the billing period (or beyond the date the invoice is issued). Please, contact your local CCR&R office if you have any questions.

Parent Information

Name: A [REDACTED] A [REDACTED] **Address:** 123 [REDACTED] Ave
 H [REDACTED] MT 59 [REDACTED] **Case ID:** CS [REDACTED] CE1

Provider Rates

	Daily	Hourly
Infant	\$32.00	\$3.75
Child	\$30.00	\$3.50

Copayment Information

Co-Pay Obligation for May	\$170.00
Co-Pay Paid in May	\$

A [REDACTED] A [REDACTED]
DOB [REDACTED]

Authorization End Date: 05/31/2015

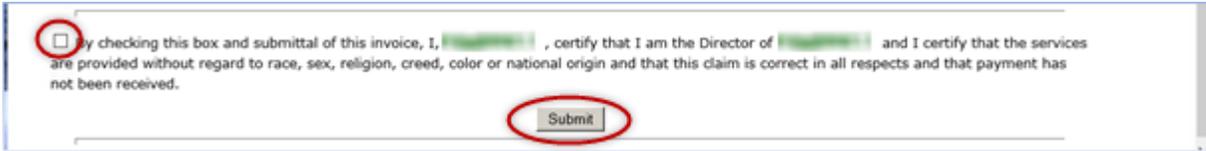
Next Authorization Begin Date:

Date of Service	Requested Hours	Comment	Date of Service	Requested Hours	Comment
Fri.05/01	↑	↑	Sat.05/16	↑	↑
Sat.05/02	↑	↑	Sun.05/17	↑	↑
Sun.05/03	↑	↑	Mon.05/18	↑	↑
Mon.05/04	↑	↑	Tue.05/19	↑	↑
Tue.05/05	↑	↑	Wed.05/20	↑	↑
Wed.05/06			Thu.05/21		
Thu.05/07			Fri.05/22		
Fri.05/08			Sat.05/23		
Sat.05/09			Sun.05/24		
Sun.05/10			Mon.05/25		
Mon.05/11			Tue.05/26		
Tue.05/12			Wed.05/27		
Wed.05/13			Thu.05/28		
Thu.05/14			Fri.05/29		
Fri.05/15			Sat.05/30		
			Sun.05/31		

Save Updates Cancel

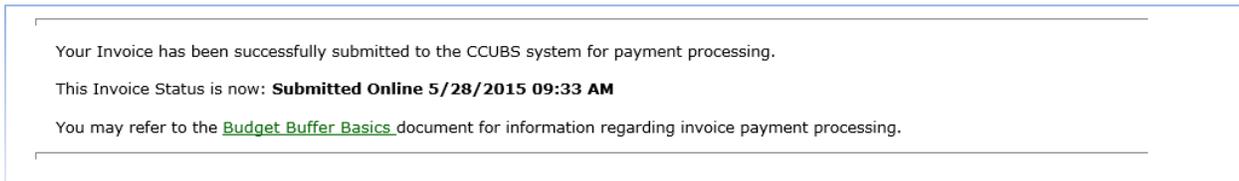
- Enter the Co-Pay Paid in May.
 - This field is required prior to submitting the invoice, and will accept entry of \$0.)

5. Click on the Save Updates button.
6. Check the certification checkbox and Click on Submit - **Director ONLY**
 - When all Requested Hours, Comments, and Co-Pay Paid fields are filled in, **the Director** can scroll to the bottom of the screen and check the certification checkbox and click on Submit.



A screenshot of a web form. On the left, there is a checkbox with a red circle around it. To its right is a line of text: "By checking this box and submittal of this invoice, I, [redacted], certify that I am the Director of [redacted] and I certify that the services are provided without regard to race, sex, religion, creed, color or national origin and that this claim is correct in all respects and that payment has not been received." Below this text, centered, is a button labeled "Submit" with a red circle around it.

This message will display:



A screenshot of a success message box. The text inside reads: "Your Invoice has been successfully submitted to the CCUBS system for payment processing." followed by "This Invoice Status is now: **Submitted Online 5/28/2015 09:33 AM**" and "You may refer to the [Budget Buffer Basics](#) document for information regarding invoice payment processing."

VIEWING STATEMENT OF REMITTANCE / ARCHIVED DOCUMENTS

Start with Step 1 If... You have **Multiple** Facilities

Skip Step 1 If... You only have **One** facility

1. Click on the Provider/Facility Name in the CCUBS Provider List.
 - This screen displays when you log in if you have multiple facilities.

Home > CCUBS Test

Early Childhood Services
Best Beginnings Child Care Provider Portal

Logout
Change Password / Email

Provider List

Providers

Provider/Facility Name	Provider ID	Status
Elo [redacted]	PV1 [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15
Elo [redacted]	PV1 [redacted]	No Action Required A Rights & Responsibilities Agreement is Required by 6/11/15

2. On the provider's page, click on the circled "SORs by Month & Archived Documents" link.

Early Childhood Services Best Beginnings Child Care Provider Portal



[Logout](#)
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[Select Online Invoicing, Notifications and Staff Access](#)

B **B** **B**
PV

Provider Rights & Responsibilities Agreement

Status
Completed May-27-2015

Invoices & SORs

[Explanation of Invoice Statuses](#)
[Budget Buffer Basics](#)
[SORs by Month & Archived Documents](#)

3. Click on the month of the SOR you wish to view.

- You can also type a numerical month/year in the "Retrieve SOR for Benefit Month" section, in the Enter Month field, and then click the month on that list.



[Logout](#)
[Return To Provider Page](#)

B **B** **B**
PV

Provider SOR List

2015

2014

- [July](#)

Retrieve SOR for Benefit Month

Enter Month (MM/YYYY)

Retrieve Invoice for Benefit Month

Enter Month (MM/YYYY)

- The system displays a PDF of the SOR in a separate window.

Provider Statement of Remittance (SOR)
For 06/17/2014 - 07/16/2014
PV [REDACTED]

C [REDACTED] C [REDACTED]
345 [REDACTED] - Ct
B [REDACTED] MT 59 [REDACTED]

Provider ID: PV [REDACTED]
License Number: 1
License Expiration Date: 12/31/2014
Tax ID: [REDACTED]

Total Invoices in SOR: 4
Total Amount Billed: \$689.50
Total Amount Paid: \$405.00
Total Warrants in SOR: 4
Total Amount of Warrants: \$410.00

Warrant Number: [REDACTED] **Warrant Amount:** \$30.00 **Total Scholarship Payment:** \$30.00
Invoice Number: [REDACTED] **Invoice History Number:** 0
Case ID: CS [REDACTED] **CE ID:** CE [REDACTED]
Head of Household: W [REDACTED] W [REDACTED]
Address:
789 [REDACTED] Wav
H [REDACTED] MT 59 [REDACTED]

Child's Name: W [REDACTED] W [REDACTED]

Date	Hours Billed	Hours Appr.	Hourly Rate	Daily Rate	Amount Billed	Amount Paid
06/02/2014	4.00	4.00	\$5.00	\$25.50	\$20.00	\$20.00
06/03/2014	4.00	4.00	\$5.00	\$25.50	\$20.00	\$20.00

VIEWING EXPLANATION OF INVOICE STATUSES

1. On the provider's page, click on the circled "Explanation of Invoice Statuses" link.

Early Childhood Services
Best Beginnings Child Care Provider Portal



[Logout](#)
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[Select Online Invoicing, Notifications and Staff Access](#)

Budget Basics | **Budget Basics** | **Budget Basics**
PV

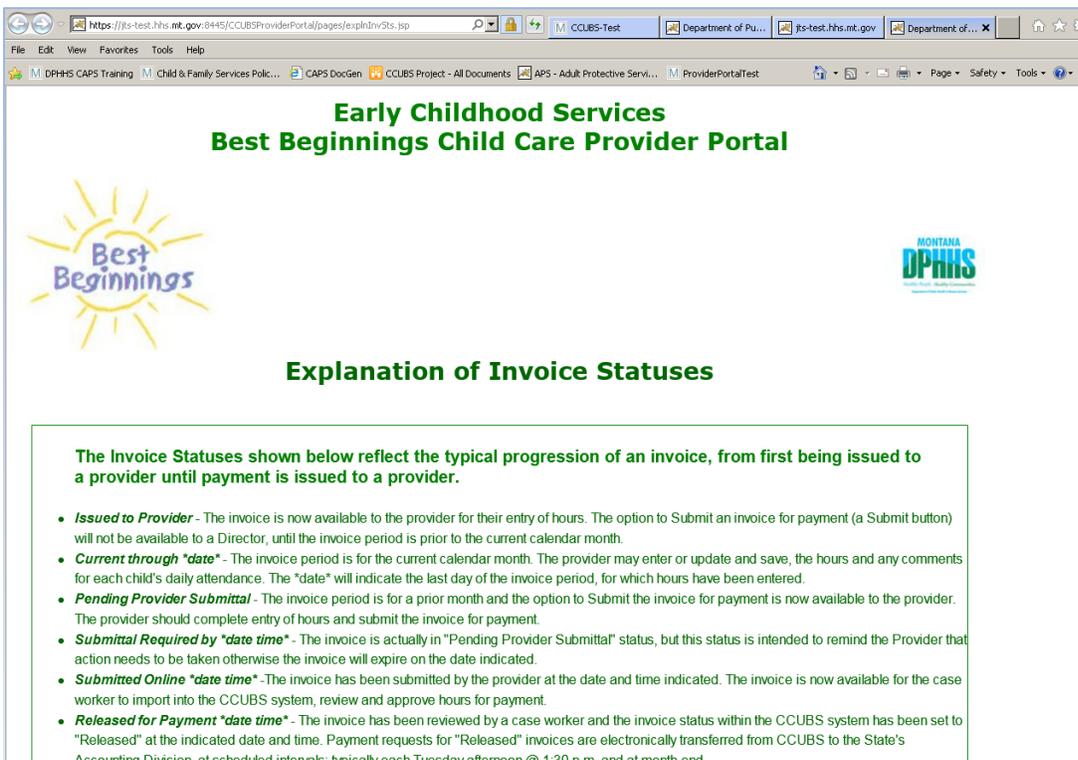
Provider Rights & Responsibilities Agreement

Status
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Invoices & SORs

- [Explanation of Invoice Statuses](#)
- [Budget Basics](#)
- [SORs by Month & Archived Documents](#)

2. A separate window displays the information.



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Explanation of Invoice Statuses

The Invoice Statuses shown below reflect the typical progression of an invoice, from first being issued to a provider until payment is issued to a provider.

- **Issued to Provider** - The invoice is now available to the provider for their entry of hours. The option to Submit an invoice for payment (a Submit button) will not be available to a Director, until the invoice period is prior to the current calendar month.
- **Current through *date*** - The invoice period is for the current calendar month. The provider may enter or update and save, the hours and any comments for each child's daily attendance. The *date* will indicate the last day of the invoice period, for which hours have been entered.
- **Pending Provider Submittal** - The invoice period is for a prior month and the option to Submit the invoice for payment is now available to the provider. The provider should complete entry of hours and submit the invoice for payment.
- **Submittal Required by *date time*** - The invoice is actually in "Pending Provider Submittal" status, but this status is intended to remind the Provider that action needs to be taken otherwise the invoice will expire on the date indicated.
- **Submitted Online *date time*** - The invoice has been submitted by the provider at the date and time indicated. The invoice is now available for the case worker to import into the CCUBS system, review and approve hours for payment.
- **Released for Payment *date time*** - The invoice has been reviewed by a case worker and the invoice status within the CCUBS system has been set to "Released" at the indicated date and time. Payment requests for "Released" invoices are electronically transferred from CCUBS to the State's Accounting Division, at scheduled intervals, typically each Tuesday afternoon @ 1:30 p.m. and at month-end.

VIEWING BUDGET BUFFER BASICS

1. On the provider's page, click on the circled "Budget Buffer Basics" link.

Early Childhood Services
Best Beginnings Child Care Provider Portal

Logout
Change Password / Email
Select Online Invoicing, Notifications and Staff Access

B B B
PV

Provider Rights & Responsibilities Agreement

Status
Completed May-27-2015

Invoices & SORs

[Explanation of Invoice Statuses](#)
[Budget Buffer Basics](#)
[SORs by Month & Archived Documents](#)

2. A separate window displays the information.

Early Childhood Services
Best Beginnings Child Care Provider Portal

Budget Buffer Basics

- **Electronic banking is convenient.** - Payments can be deposited electronically by the State warrant writing system, in the same fashion that the bank, with the permission of the account holder, can withdraw funds to make mortgage, power, or phone bill payments electronically. Electronic payments, work well, as designed, **as long as there are funds in the bank to cover the payments. This is the buffer.**
- **Child care payment batch schedule.** - Child Care Payments are scheduled to process on the 5th business day of each month, each Tuesday thereafter, and on the 2nd to last business day of each month. When everything works just right, checks/direct deposits are usually available to you two days after the date the payment was processed. For example: If your payment was processed in a Tuesday batch, your funds should be available by Thursday of that same week. Provided there are no issues in processing, payments take at least three days, including the batch run day, before the funds are available.
- **77% to 80% of all invoices for child care payments are paid in the first batch.** - At the beginning of each month, Child Care Resource and Referral agencies receive a flood of invoices for child care services performed in the previous month. An impressive statistic is that, 77 to 80 percent of these invoices, for prior month child care services, get processed by the 5th business day of the month after services were rendered.
- **The timing of Child Care payments is not guaranteed by DPHHS.** - While the Child Care Resource and Referral Agencies and the Early Childhood Services Bureau strive to get child care payments approved in a timely manner, we cannot guarantee that they are processed accordingly. There are far too many variables involved in the processing of an invoice, from the data entry of Child Care Resource and Referral Agency, to the CCUBS System, to the state accounting systems, to the mail/banking system, for payment and ultimately delivery of the check or the Electronic Funds Transfer (EFT) direct deposit.
- **Your help is important.** - You can help to receive your child care payment in a timely manner by getting your invoice in promptly at the beginning of the month and by making sure you have submitted a correct W-9 for address change or bank account change. Please remember, it is important that

LOGGING OUT

1. Click the Logout button in the upper right corner.



2. The Sign In screen is displayed. You can sign on again or close your browser.