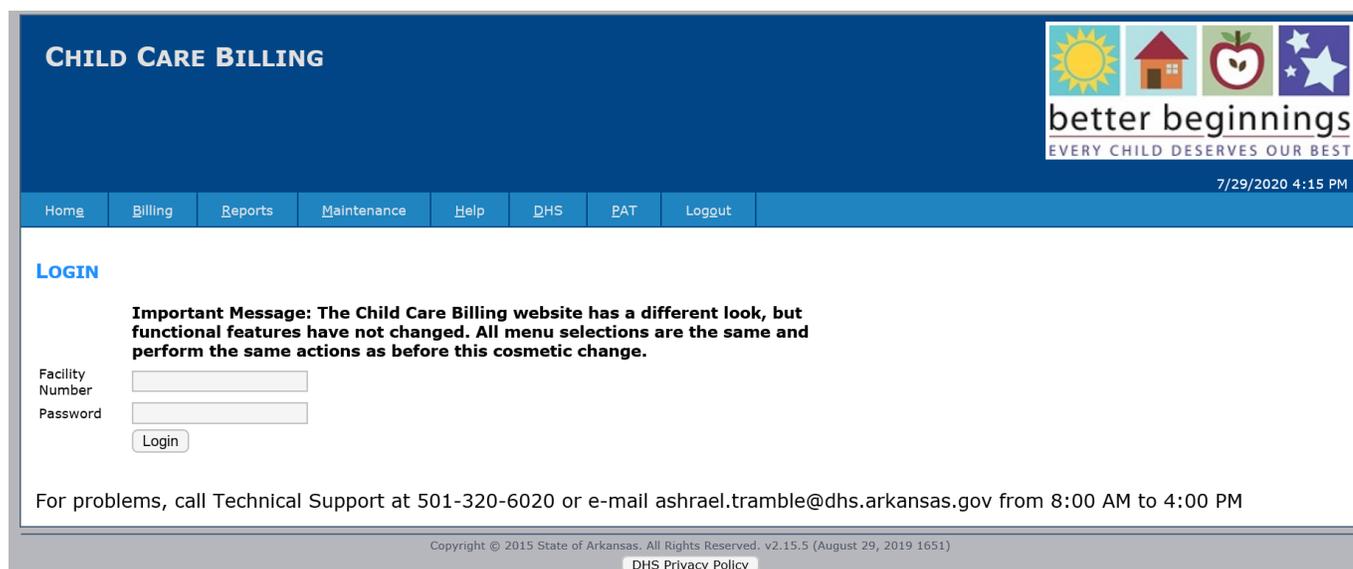


# Child Care Billing

To access the child care billing site, go to <https://dhs.arkansas.gov/dccece/ccbi/>.

You should see seven menu tabs just above the login screen. Those tabs are labeled Home, Billing, Reports, Maintenance, DHS, PAT and Logout.

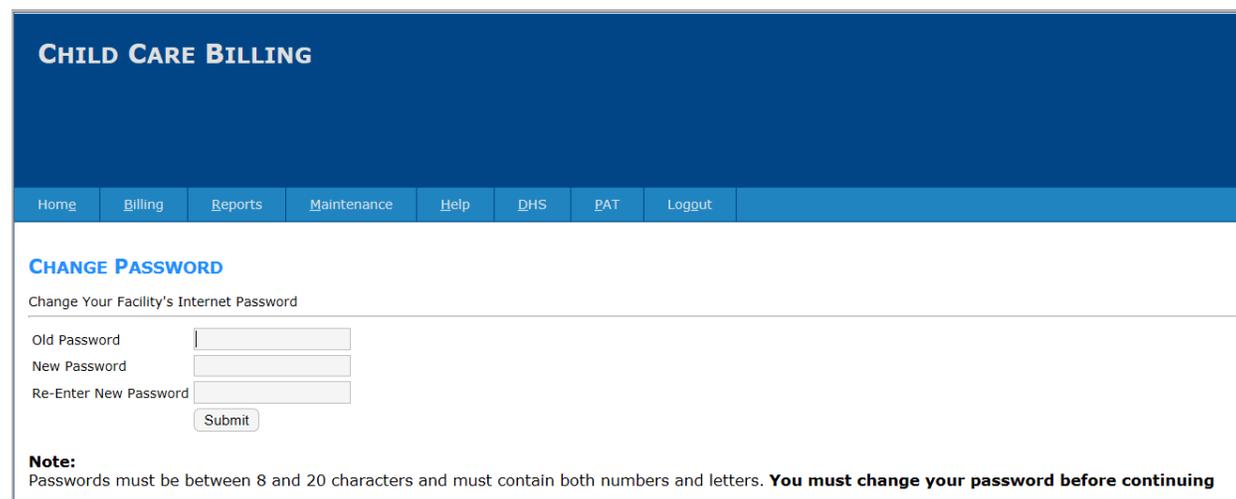


The screenshot shows the top of the Child Care Billing website. The header is dark blue with the text "CHILD CARE BILLING" in white. To the right is the "better beginnings" logo with the tagline "EVERY CHILD DESERVES OUR BEST" and a date/time stamp "7/29/2020 4:15 PM". Below the header is a navigation bar with seven tabs: Home, Billing, Reports, Maintenance, Help, DHS, PAT, and Logout. The main content area is white and features a "LOGIN" section. An important message reads: "Important Message: The Child Care Billing website has a different look, but functional features have not changed. All menu selections are the same and perform the same actions as before this cosmetic change." Below this message are two input fields: "Facility Number" and "Password", followed by a "Login" button. At the bottom of the login section, it says: "For problems, call Technical Support at 501-320-6020 or e-mail ashrael.tramble@dhs.arkansas.gov from 8:00 AM to 4:00 PM". The footer contains copyright information: "Copyright © 2015 State of Arkansas. All Rights Reserved. v2.15.5 (August 29, 2019 1651)" and a link to the "DHS Privacy Policy".

To login to the site, type your five digit license number in the “Facility Number” field.

To obtain your initial password, please contact the Child Care Billing Help Desk at 501-320-6020. Click the Login button.

You may be prompted to change your password, as seen below. Please enter the password you just used in the “Old Password” field, a password you have never used before consisting of at least 8 characters and having both letters and numbers into the “New Password” field, and then Re-Enter that same password in the remaining field. Click Submit.



The screenshot shows the "CHANGE PASSWORD" section of the Child Care Billing website. The header is dark blue with the text "CHILD CARE BILLING" in white. Below the header is a navigation bar with seven tabs: Home, Billing, Reports, Maintenance, Help, DHS, PAT, and Logout. The main content area is white and features a "CHANGE PASSWORD" section. The text "CHANGE PASSWORD" is in blue. Below it is the text "Change Your Facility's Internet Password". There are three input fields: "Old Password", "New Password", and "Re-Enter New Password", followed by a "Submit" button. At the bottom of the change password section, there is a "Note:" followed by the text: "Passwords must be between 8 and 20 characters and must contain both numbers and letters. You must change your password before continuing".

You will receive the following confirmation after your password is changed:

**CHILD CARE BILLING**

Home Billing Reports Maintenance Help DHS PAT Logout

**CHANGE PASSWORD**

Change Your Facility's Internet Password

Password successfully changed.

Continue

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If it is not time for your password to change, you will see a screen similar to the one below:

**CHILD CARE BILLING**

Home Billing Reports Maintenance Help DHS PAT Logout

**CHILD CARE BILLING HOME**

Welcome Darnall School 01197

Welcome to the Arkansas Child Care Billing System!

**Alert**

\*\*\*\*Thursday, April 17, 2014\*\*\*\* Due to unforeseen technical difficulties, billing entered Wednesday, April 16th, may be delayed by one day. If you have questions or experience a delay longer than 1 day, please contact the helpdesk at 501-682-6354.

Rate Calculator Quality Incentive Rate Agreement Form

**New Notices**

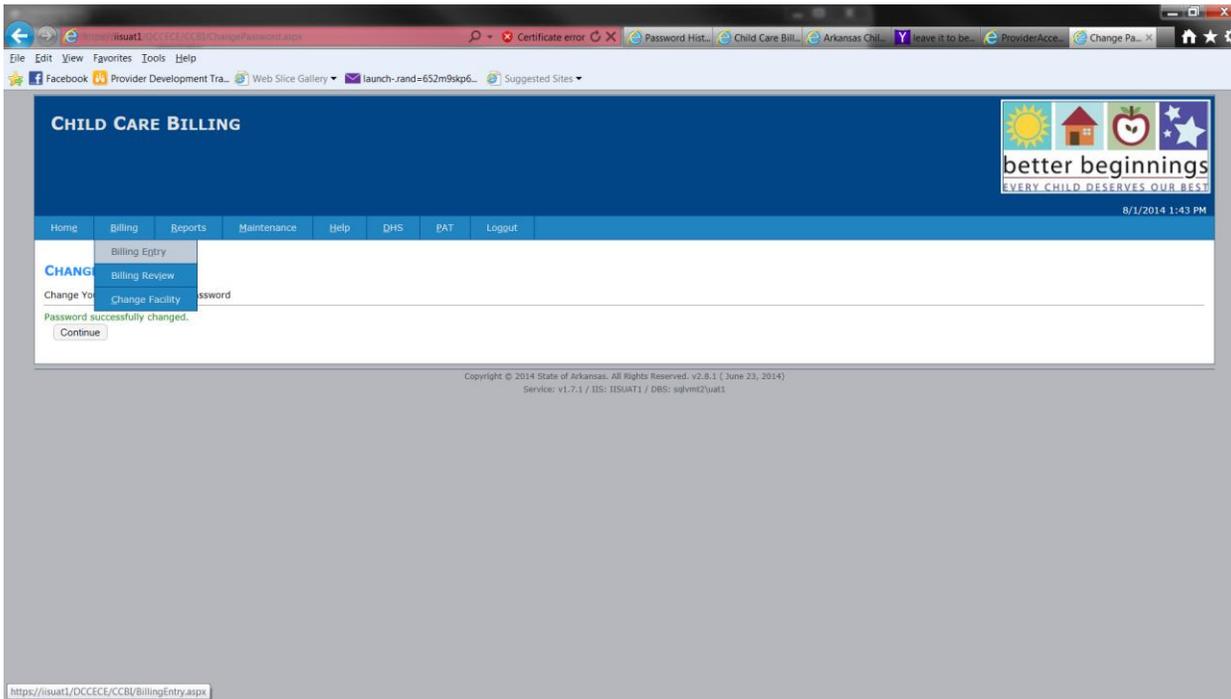
Action	Posted Date	Notice type	Case ID	Case Name	App ID	Child Name	Auth ID
<a href="#">View/Print</a>	7/31/2014	Authorization Worksheet	77444	NICOLE WALKER	154816	SYDNEY WALKER	648408
<a href="#">View/Print</a>	7/31/2014	Authorization Worksheet	77444	NICOLE WALKER	154816	SYDNEY WALKER	648407

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Your facility name will display just under the Child Care Billing Home Title, followed by the **Alert** window. Messages of importance related to the voucher system will be displayed there. Below that you will see a list of New Notices. These consist of Authorizations for newly enrolled or reauthorized children, as well as Closure Notices notifying you when services have been discontinued for a child. Once you open these Notices, they will be removed from this Home page and can only be reviewed through Reports.

# Billing

To beginning the billing process, hover your mouse over the Billing tab, and then click on Billing Entry.



After the Billing Entry screen comes up, click on the pull down menu beside the field "Select a Child". Once you have selected the first child you need to bill for, the days that are available to bill will appear below the billing information for that child. Please see the example below.

## CHILD CARE BILLING

Home
Billing
Reports
Maintenance
Help
DHS
PAT
Logout

### BILLING ENTRY

Logged In Facility Number: 01197  
Selected Facility Number: 01197

Select a Child  Or Auth #

Billed Days

Days In Process

Period

Billed Amount

Amount In Process

Bill	Service Date	Status	Billing Type	Rate
<input type="checkbox"/>	07/30/2014	Available	-	24.50
<input type="checkbox"/>	07/31/2014	Available	-	24.50

Please notice that there is an authorization number associated with the child's name. Only dates associated with the authorization you have selected will be available for billing. To bill under a different authorization number, you would need to select that authorization number on the pull down menu. Each authorization that has billable dates attached to it will be listed individually in the "Select a Child" menu.

To bill for this child you must do both of the following for each date listed:

- 1) Check the box in the "Bill" column
- 2) Choose a Billing Type from the list (Regular, Absentee, Holiday, Inclment Wx)

The finished billing screen will look similar to this:

## CHILD CARE BILLING

Home
Billing
Reports
Maintenance
Help
DHS
PAT
Logout

### BILLING ENTRY

Logged In Facility Number: 01197  
 Selected Facility Number: 01197

Select a Child

Billed Days

Days In Process

Period

Or Auth #

Billed Amount

Amount In Process

Bill	Service Date	Status	Billing Type	Rate
<input checked="" type="checkbox"/>	07/30/2014	Available	Regular	24.50
<input checked="" type="checkbox"/>	07/31/2014	Available	Absentee	24.50

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Once you have selected each day you intend to bill, click the "Process" button, just above and to the right of the list of days available for billing.

Once the days you have selected have been processed successfully, you should see the following changes to the billing entry screen:

- 1) Days In Process
- 2) Amount in Process
- 3) Three lines appear just above the "Bill" column detailing the number of records that were Processed, Updated and Removed.

Home	Billing	Reports	Maintenance	Help	DHS	PAT	Logout
------	---------	---------	-------------	------	-----	-----	--------

**BILLING ENTRY**

Logged In Facility Number: 01197  
Selected Facility Number: 01197

Select a Child: WALKER, SYDNEY - 648408 Or Auth #: 648408

Billed Days: 0 Billed Amount: \$0.00

Days In Process: 2

Period: 07/30/2014 to 08/01/2014 Amount In Process: \$49.00

Process

Processed: 2  
Updated: 0  
Removed: 0

Bill	Service Date	Status	Billing Type	Rate
<input checked="" type="checkbox"/>	07/30/2014	In Process	Regular	24.50
<input checked="" type="checkbox"/>	07/31/2014	In Process	Absentee	24.50

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## Billing Review

The Billing Review option, located just under Billing Entry, performs two functions. First, if you click on the box just to the right of the phrase "All in Process", it will show you each billed day for each child that will be included on the next payroll. It will show the total number of days in Process, as well as the total amount you have billed.

**BILLING REVIEW**

Logged In Facility Number: 01197  
Selected Facility Number: 01197

Select an Authorization to review: All In Process

Select a Child: SELECT ONE or Auth Number: SELECT ONE

Billed Days: Billed Amount:

Days In Process: 4 Amount In Process: \$91.20

Period:

Auth #	Service Date	Status	Billing Type	Rate	Billed Date
641026	06/27/2014	Billed	Regular	\$21.10	8/1/2014 4:29:47 PM
641026	06/30/2014	Billed	Regular	\$21.10	8/1/2014 4:29:47 PM
648408	07/30/2014	Billed	Regular	\$24.50	8/1/2014 2:52:42 PM
648408	07/31/2014	Billed	Absentee	\$24.50	8/1/2014 2:52:42 PM

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The second function is a review of past billings, accessible by choosing either a child's name or an authorization number. For the following authorization, the status is "Sent for Payment", which means it has been processed and the facility has received payment. Whereas the previous example has a Bill Type of Billed, meaning the billing has been entered, but it has not been processed into a payment yet.

## BILLING REVIEW

Logged In Facility Number: 01197

Selected Facility Number: 01197

Select an Authorization to review

All In Process

Select a Child

or Auth Number

Billed Days

Billed Amount

Days In Process

Amount In Process

Period

Auth #	Service Date	Status	Billing Type	Rate	Billed Date
209997	11/01/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:47 AM
209997	11/02/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:47 AM
209997	11/05/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:47 AM
209997	11/06/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:47 AM
209997	11/07/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:48 AM
209997	11/08/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:48 AM
209997	11/09/2007	Sent For Payment	Regular	25.00	11/12/2007 11:59:48 AM
209997	11/12/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:48 PM
209997	11/13/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:48 PM
209997	11/14/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:49 PM
209997	11/15/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:49 PM
209997	11/16/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:49 PM
209997	11/19/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:49 PM
209997	11/20/2007	Sent For Payment	Regular	25.00	11/26/2007 2:45:50 PM
209997	11/21/2007	Sent For Payment	Absentee	25.00	11/26/2007 2:45:50 PM
209997	11/22/2007	Sent For Payment	Absentee	25.00	11/26/2007 2:45:50 PM
209997	11/23/2007	Sent For Payment	Absentee	25.00	11/26/2007 2:45:50 PM
209997	11/26/2007	Sent For Payment	Regular	25.00	12/18/2007 11:20:24 AM
209997	11/27/2007	Sent For Payment	Regular	25.00	12/18/2007 11:20:24 AM
209997	11/28/2007	Sent For Payment	Regular	25.00	12/18/2007 11:20:24 AM
209997	11/29/2007	Sent For Payment	Regular	25.00	12/18/2007 11:20:24 AM
209997	11/30/2007	Sent For Payment	Regular	25.00	12/18/2007 11:20:24 AM

This details for you which days the child attended and which days he was absent, and it also tells you on which days the billing entries were entered into the computer.



Case number, however, will not return information if you try and search on that. If you click Search without entering a specific Authorization number or Child Name, your results will be all Authorization Worksheets with Start Dates between 8/1/2013 and 8/1/2014.

**REPORTS**  
Report Search / Viewer

Select Report/Notice Type:

Authorization Number:

Child Name:

Case Name:

Case Number:

Date Posted - Start Date:

Date Posted - End Date:

Only view notices Not Read:

Check Number:

Check Date:

Please select parameter value(s) then press

FacilityNo	NoticeType	PostedDate	CaseID	CaseName	ApplicationID	ChildName	AuthorizationID	ViewStatus	ReadStatus	
<a href="#">View / Print</a>	1197	Authorization Worksheet	7/31/2014 3:31:30 PM	77444	NICOLE WALKER	154816	SYDNEY WALKER	648408	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	7/31/2014 2:49:45 PM	77444	NICOLE WALKER	154816	SYDNEY WALKER	648407	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	4/30/2014 2:04:45 PM	5145	MARIA LAND	154550	AUSTIN SOWELL	647726	Not Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	4/21/2014 11:38:02 AM	5145	MARIA LAND	154550	AUSTIN SOWELL	647726	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	4/17/2014 11:42:19 AM	75749	ABRAHAM LARA	151273	HADDEN EVANS	647511	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	4/14/2014 1:36:46 PM	57309	JENNIFER WHITE	142170	HUNTER STONE	647045	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	4/14/2014 1:34:20 PM	57309	JENNIFER WHITE	142170	KAYLEE JONES	647044	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	4/9/2014 2:51:56 PM	75833	JAMES NORMAN	151540	SHERLIN ITURBIDE-MUNGUA	646553	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	3/31/2014 10:51:12 AM	72632	STEPHANIE HILL	143657	LAZELLE HUSSEY	644018	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	3/13/2014 11:55:07 AM	57309	JENNIFER WHITE	142170	HUNTER STONE	642192	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	3/5/2014 2:21:36 PM	57367	BEATRICE GONZALEZ	153927	JAILEN WILLIAMS	641026	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	2/13/2014 10:19:02 AM	72632	STEPHANIE HILL	143657	LAZELLE HUSSEY	638675	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/28/2014 10:53:28 AM	18109	RITA ROBINSON-ADAY	147856	JEREMIAH ROBINSON-ADAY	636288	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/28/2014 10:52:28 AM	18109	RITA ROBINSON-ADAY	147856	JAZMIN ROBINSON-ADAY	636285	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/28/2014 10:51:20 AM	18109	RITA ROBINSON-ADAY	147856	JOSHUA COOPER	636283	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/27/2014 12:15:48 PM	75833	JAMES NORMAN	151540	SHERLIN ITURBIDE-MUNGUA	636132	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/16/2014 1:09:46 PM	57309	JENNIFER WHITE	142170	KAYLEE JONES	634803	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/13/2014 1:10:23 PM	48466	TAMMY BATCHELOR	151406	JUSTIN POLK	634074	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/8/2014 10:56:07 AM	75749	ABRAHAM LARA	151273	HADDEN EVANS	633299	Viewed	Not Read
<a href="#">View / Print</a>	1197	Authorization Worksheet	1/3/2014 8:57:47 AM	57367	BEATRICE GONZALEZ	146766	JAILEN WILLIAMS	632472	Viewed	Not Read

1 2 3

The results begin with the most recent dates and go back from there. The numbers at the bottom of the screen on the left side under View/Print are additional results that will not fit on this first screen.

By clicking on the view/Print link, you can open the worksheet and see the details. Following is the top of the Authorization Worksheet.

**ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION (DCC/ECE)  
CHILD CARE NOTICE OF APPROVAL/CHANGE  
AUTHORIZATION WORKSHEET**

Darnall School  
1816 Hinson Loop Road  
Little Rock AR 72212

DCC/ECE  
87-CENTRAL OFFICE  
LITTLE ROCK AR 72203

**AUTHORIZATION INFORMATION**

**CASEHEAD:** It is your responsibility to pay your fee to the child care provider and to report any changes to your Eligibility Specialist within ten days. Failure to pay your fee or report changes could result in your child care case being CLOSED and an overpayment being assessed against you. Reevaluation of eligibility for services must be completed

by the last day of 12/2014 for services to be authorized and paid after that date.

PROVIDER: Authorized child care services are listed on this form. If a change is made, this form will be presented with the changes listed in the history section. Changes may occur until all dates authorized have been billed or deobligated. Please review this form carefully.

If you have any questions, please contact me, RISA PLATT, at (501) 682-6742.

**Case#:** 77444  
**Case Name:** NICOLE WALKER  
**County:** PULASKI  
  
**Child Name:** SYDNEY WALKER  
**Age:** 2

**Auth#:** 648408  
**Application Date:** 07/30/2014  
**Date Authorized:** 7/31/2014  
**Auth Start Date:** 07/30/2014  
**Auth End Date:** 08/01/2014  
**Service Type:** LOW-INCOME  
**Age Type:** Toddler

**Facility#:** 1197  
**Facility Name:** Darnall School  
**Site Address:** 1816 Hinson Loop Road Little Rock AR 72212  
**\*Parent Fee:** 0.00

\*For Quality providers the daily Casehead amount listed is calculated using the lesser of the Rate/Rate Cap, not the enhanced Quality amount.

**WORKSHEET**

<b>Care Type Code</b>	<b>Care Type</b>	<b>DHS Amount</b>	<b>Case head Amount</b>
F -	FULL TIME	\$24.50	\$0.00

**Authorization Service Days**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Jul/30/14 F	Jul/31/14 F	Aug/01/14 F	
<b>Total Obligated</b>	<b>\$73.50</b>	<b>Totals for DHS and Casehead</b>			<b>\$73.50</b>	<b>\$0.00</b>

Authorization Notices inform you when children receive approvals for care, and Closure Notices inform you when a child is no longer approved to receive benefits. To retrieve a list of Closure Notices, chose Closure Notice as a Report/Notice Type, then click Search.

A Report Type of Remittance is a record of each time your facility has received voucher compensation. By choosing Remittance in the Report Type, then clicking Search, you will retrieve each instance of payment that we have on record.

You are presented with the Warrant Date, which is the date your payment was calculated by the system. The check number is also listed, followed by a column containing both of those pieces of information displayed together. The column to the far right is the amount that was paid to your facility on that particular dispensation. At the bottom of the page under View/Print you will see a number of additional tabs. Clicking on these numerical boxes will take you further back in time for as long as you have been a voucher provider. See example on the following page.

REPORTS

Report Search / Viewer

Select Report/Notice Type:

Authorization Number:

Child Name:

Case Name:

Case Number:

Date Posted - Start Date:

Date Posted - End Date:

Only view notices Not Read:

Check Number:

Check Date:

Please select parameter value(s) then press

	WarrantDate	CheckNumber	DateAndNumber	
<a href="#">View / Print</a>	04/24/2014	1420778658	04/24/2014 - 1420778658	26
<a href="#">View / Print</a>	04/15/2014	1420729140	04/15/2014 - 1420729140	25
<a href="#">View / Print</a>	03/31/2014	1420657227	03/31/2014 - 1420657227	24
<a href="#">View / Print</a>	03/17/2014	1420588630	03/17/2014 - 1420588630	11
<a href="#">View / Print</a>	03/12/2014	1420574846	03/12/2014 - 1420574846	28
<a href="#">View / Print</a>	02/27/2014	1420509669	02/27/2014 - 1420509669	11
<a href="#">View / Print</a>	02/20/2014	1420453981	02/20/2014 - 1420453981	21
<a href="#">View / Print</a>	02/06/2014	1420341185	02/06/2014 - 1420341185	24
<a href="#">View / Print</a>	01/23/2014	1420251844	01/23/2014 - 1420251844	18
<a href="#">View / Print</a>	01/13/2014	1420241107	01/13/2014 - 1420241107	28
<a href="#">View / Print</a>	12/29/2013	1420225055	12/29/2013 - 1420225055	31
<a href="#">View / Print</a>	12/11/2013	1420205366	12/11/2013 - 1420205366	31
<a href="#">View / Print</a>	11/25/2013	1420186792	11/25/2013 - 1420186792	31
<a href="#">View / Print</a>	11/17/2013	1420172140	11/17/2013 - 1420172140	14
<a href="#">View / Print</a>	11/14/2013	1420171497	11/14/2013 - 1420171497	31
<a href="#">View / Print</a>	11/13/2013	1420170579	11/13/2013 - 1420170579	11
<a href="#">View / Print</a>	10/31/2013	1420153697	10/31/2013 - 1420153697	21
<a href="#">View / Print</a>	10/17/2013	1420132749	10/17/2013 - 1420132749	14
<a href="#">View / Print</a>	10/07/2013	1420116338	10/07/2013 - 1420116338	11
<a href="#">View / Print</a>	09/25/2013	1420103336	09/25/2013 - 1420103336	11

1 2 3 4 5 6 7 8 9 10 ... >>

# Maintenance

The Maintenance screen allows you to change the contact information for your facility. You can publish a telephone number, a fax number and an email address. To begin the Update Process, you must first click the "Edit" button.

Home
Billing
Reports
Maintenance
Help
DHS
PAT
Logout

---

**MAINTENANCE**

View or Change Facility Contact Information

Facility Number

Telephone Number

Fax Number

Email Address

Changes made on this page only affect the information used for Child Care Billing. You will not over-write any information in the DHS Licensing system. If billing specific information is absent, v

Once you have made your changes, click "Save" in order to keep them.

Home
Billing
Reports
Maintenance
Help
DHS
PAT
Logout

---

**MAINTENANCE**

[View or Change Facility Contact Information](#)

Facility Number

Telephone Number

Fax Number

Email Address

Click the "Change Password" button to change the password for your facility. You will be prompted to enter the Old Password, then the New Password twice. Remember to click "Submit"

## CHANGE PASSWORD

Change Your Facility's Internet Password

Old Password	<input type="text"/>
New Password	<input type="text"/>
Re-Enter New Password	<input type="text"/>
	<input type="button" value="Submit"/>

**Note:**

Passwords must be between 8 and 20 characters and must contain both

## DHS

This option will take you to the Arkansas Human Services website.

## PAT

When you click on the PAT menu option, you will be directed back to the old PAT site. It doesn't look any different than it did before. Use your same Facility number and Password to login.

The screenshot shows the 'Participant Agreement Training' website. On the left is a yellow sidebar with the Arkansas Department of Human Services logo and navigation links: Login, Participant Agreement, Quality Incentive Rate Agreement, and Privacy Statement. The main content area has a blue header with the title 'Participant Agreement Training' and a welcome message dated Friday, August 1, 2014. Below the header is a section for 'Terms and Conditions' with a warning about unauthorized use. At the bottom, there is a login form with fields for 'Facility Number' and 'Password', and a 'Login' button.