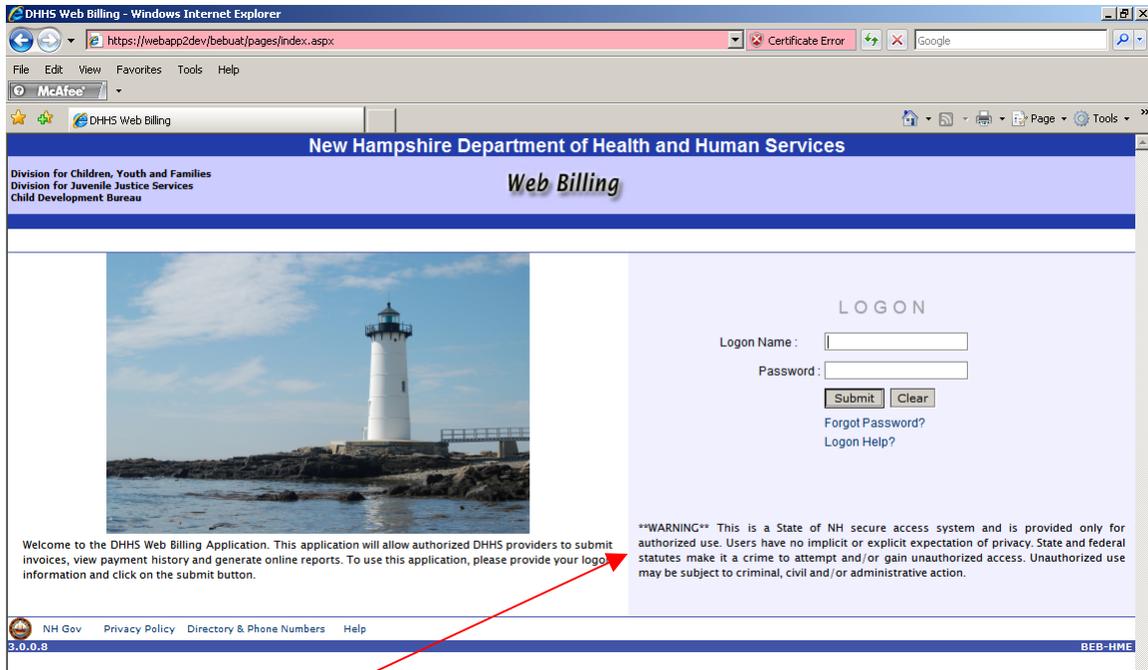




**CHILD CARE PROVIDER
WEB BILLING
ENHANCEMENTS**

EFFECTIVE: 5-6-2011



Logon Banner

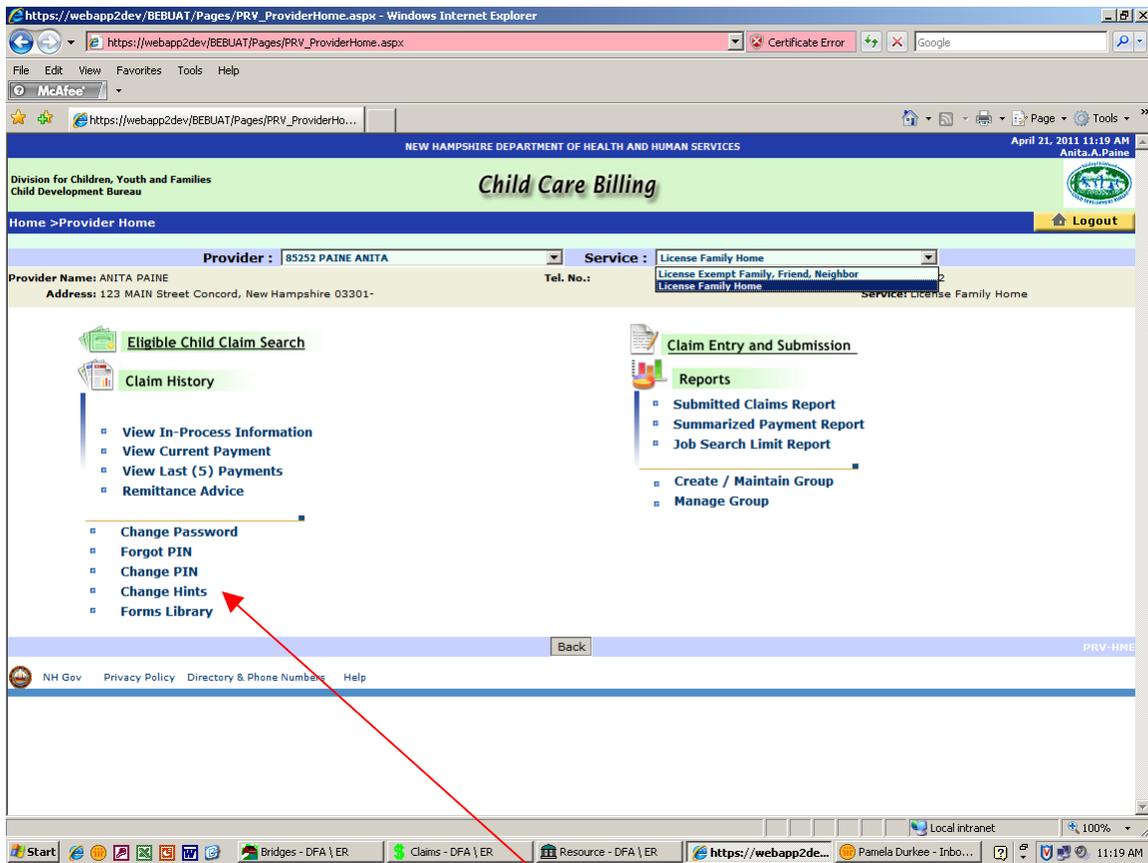
LOGON SCREEN

It is very important to remember that unauthorized use of the Web Billing application is prohibited.

A Logon Banner has been added to the Logon page.

This banner states:
****Warning**** This is a State of NH secure access system and is provided only for authorized use. Users have no implicit or explicit expectation of privacy. State and federal statutes make it a crime to attempt and/or gain unauthorized access. Unauthorized use may be subject to criminal, civil and/or administrative action.

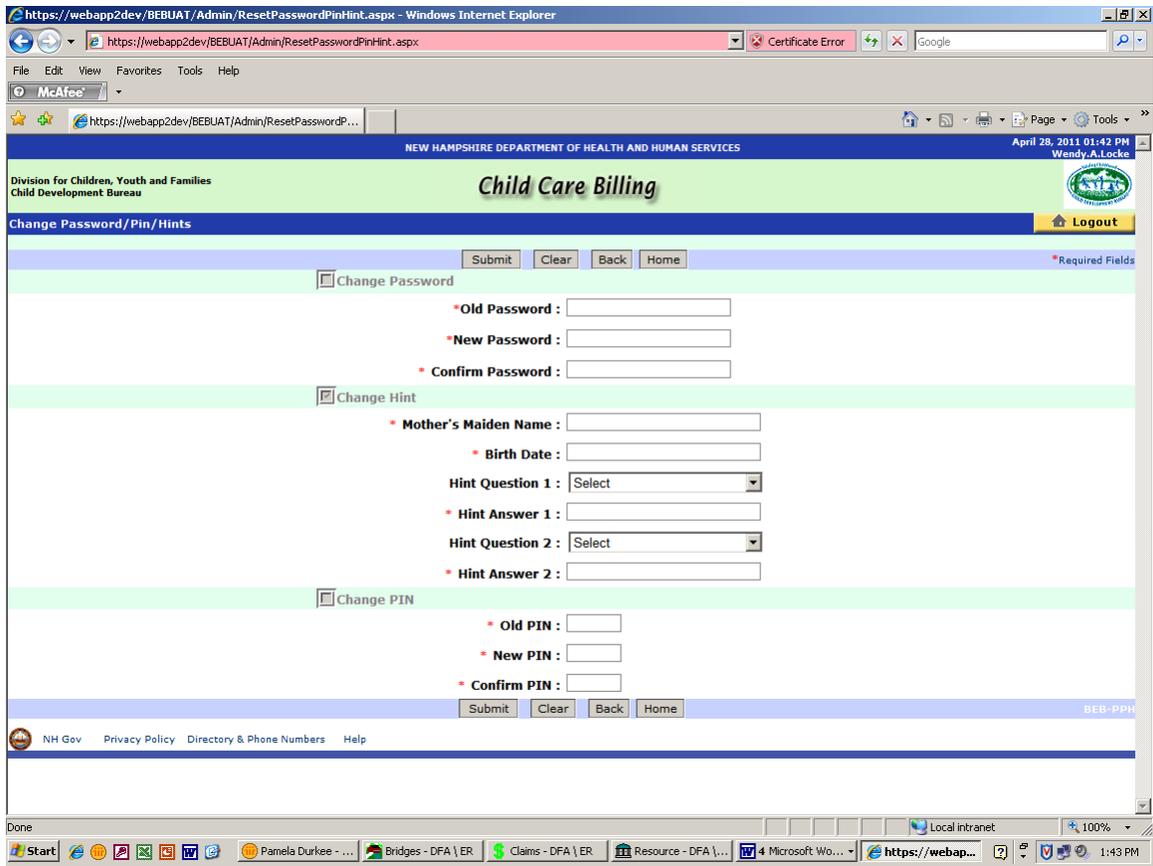
Remember it is important to comply with the requirements in your provider agreement and to bill weekly for services provided.



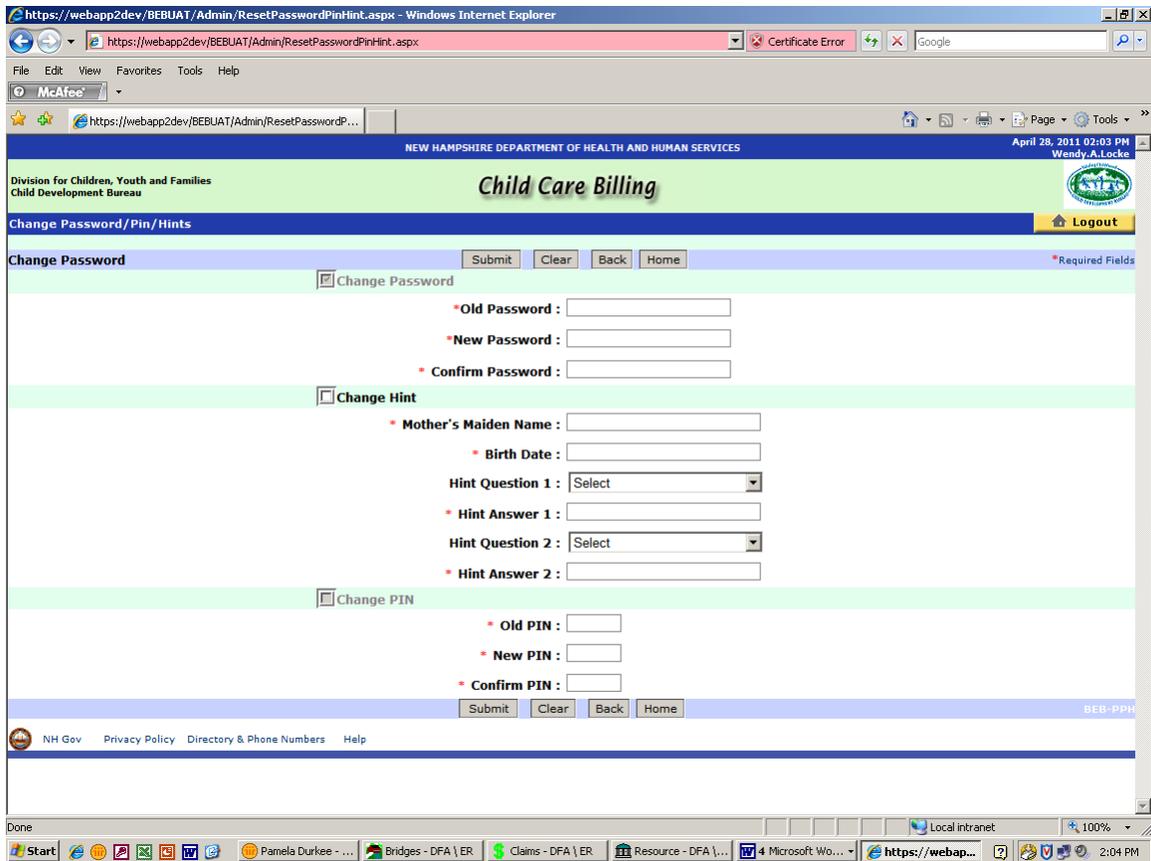
Hints can be changed at any time
by clicking on:
Change Hints

CHANGE HINTS

The Change Hints link allows the user to change their hints by selecting this link. Selecting this link will bring up the Change Hints screen. Users are unable to change their password from the Change Hints screen.



Remember: When changing your hints, you must always enter Mother's Maiden Name and Birth Date (mm/dd/yyyy).



CHANGE PASSWORD

The Change Password screen allows the user to change his/her password by entering the Old Password, entering the New Password and Confirm Password by entering the new password again.

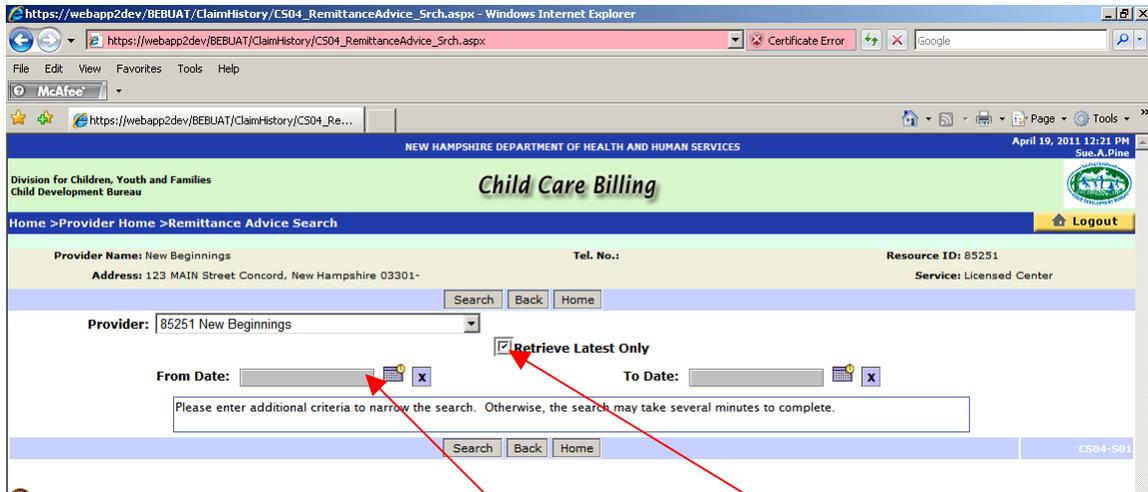
The Change Hint section is enabled on this screen. Users can change their Hints from this screen as well as through the Change Hint screen.

NOTE: If the error message “Error has occurred. Please try again.” appears in the message tool bar when the user is attempting to change the password, please retype the password. The error is indicating that the user typed the current password incorrectly.

IMPORTANT:

The application will not allow a user to reuse a specific password until at least 10 other passwords have been used. The new password must not be one of the last 10 passwords already used.

A password must be active for at least one 24-hour period, before the password can be changed again, even if the password has never been used before.



Enter a date range

Click to retrieve only the latest Remittance Advice (RA)

REMITTANCE ADVICE (RA) SEARCH

Retrieve Latest Only option has been added to the Remittance Advice Search criteria. By selecting this option the user will receive the latest Remittance Advice only. The response time has been improved when accessing the Remittance Advice and also all other reports specifically the Summarized Payment Report.

Providers can search for and view any Remittance Advice issued within the last 18 months. Users have the ability to select begin and end dates for the Remittance Advice search to request a specific timeframe by using the calendar or entering a date. If no date is selected the application will take additional time to retrieve the data and will present results for all RAs issued in the last 18 months.

Users are encouraged to enter a date range to narrow the search; otherwise the application may take additional time to display.

https://webapp2dev/BEBUAT/ClaimHistory/CS04_RemittanceAdvice_Srch.aspx - Windows Internet Explorer

https://webapp2dev/BEBUAT/ClaimHistory/CS04_RemittanceAdvice_Srch.aspx

NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES

April 19, 2011 12:23 PM
Natalie.A.Locke

Division for Children, Youth and Families
Child Development Bureau

Child Care Billing

Home > Provider Home > Remittance Advice Search Logout

Provider Name: NATALIE LOCKE Tel. No.: Resource ID: 85264
Address: 2 SECOND CENTER Street Franklin, New Hampshire 03235- Service: Licensed Center

Search Back Home

Provider: 85264 LOCKE NATALIE

Manifest Number	Date
102166	04/19/2011
102164	04/13/2011
102161	04/07/2011
102159	04/05/2011
102158	04/04/2011

Retrieve Latest Only

From Date: To Date:

Please enter additional criteria to narrow the search. Otherwise, the search may take several minutes to complete.

Search Back Home

CS04-S01

If a date range is specified OR if no dates are indicated the application will display each Remittance Advice. The user must click on the Manifest Number to display the specific Remittance Advice. There may be multiple pages of RAs, which will be indicated by the scroll bar on the side of the page.

NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Division for Children, Youth and Families
 Child Development Bureau
Child Care Billing
 Home > Provider Home > Eligible Child Claim Search > Child Claim Search - Result
 Provider Name: NATALIE LOCKE Tel. No.: Resource ID: 85264
 Address: 2 SECOND CENTER Street Franklin, New Hampshire 03235- Service: Licensed Center
 Service Dates : 02/14/2011 To : 02/20/2011 Criteria : LOCKE, HOPE
 Child Claim Search - Result

Last Name	First Name	Rid Number	Link Begin	Link End	Select
LOCKE	HOPE		02/06/2011	02/15/2011	<input type="checkbox"/>
LOCKE	HOPE		02/18/2011		<input type="checkbox"/>

 Save Child List New Claim Entry Back Home
 NH Gov Privacy Policy Directory & Phone Numbers Help

Child Claim Search – Result screen indicates two rows for one child.

CHILD CLAIM SEARCH – RESULT SCREEN

The web application requires users to select each row for the same child when there is a lapse in eligibility during the claim week.

Users can only bill for the dates within the link span, thus multiple rows for the same child.

For Example:

Hope Locke is linked from 2-6-11 through 2-15-11 and then again from 2-18-11 to current. The user must bill on two separate claims, and will not be able to bill for 2-16-2011 or 2-17-2011 (child not linked/not eligible).

	Occurs	Start Time	End Time	Present / Absent	Hours-Minutes	NOTE
Monday 02/14/2011	1	08:00 AM	04:00 PM	P	8.00	Date/Time already paid
	2			*		
	3			*		
Tuesday 02/15/2011	1	08:00 AM	04:00 PM	P	8.00	Date/Time already paid
	2			*		
	3			*		
Wednesday 02/16/2011	1			*		Child is not eligible
	2			*		
	3			*		
Thursday 02/17/2011	1			*		Child is not eligible
	2			*		
	3			*		
Friday 02/18/2011	1	08:00 AM	04:00 PM	P	8.00	Child is not linked
	2			*		
	3			*		
Saturday 02/19/2011	1			*		Child is not linked
	2			*		
	3			*		

When there is a gap in eligibility the NOTE field will display "Child is not eligible"

"Date/Time Already Paid"

CLAIM ENTRY NEW/EDIT SCREEN

When a child is not linked for specific dates during the claim week, a message will display indicating "Child is not linked" in the NOTE field and the days that are outside of the begin and end dates of the link will be grayed out.

Child is not eligible will display if the child is not eligible for a specific date.

If a claim has already been submitted for a specific date and time, a message will display indicating "Date/Time already paid" in the NOTE field. The application will allow the user to bill for the additional occurrences.

If an occurrence was omitted in error from the initial claim submission, the additional occurrences can be billed via the web.

For example:

Child's attendance for 2-14-2011

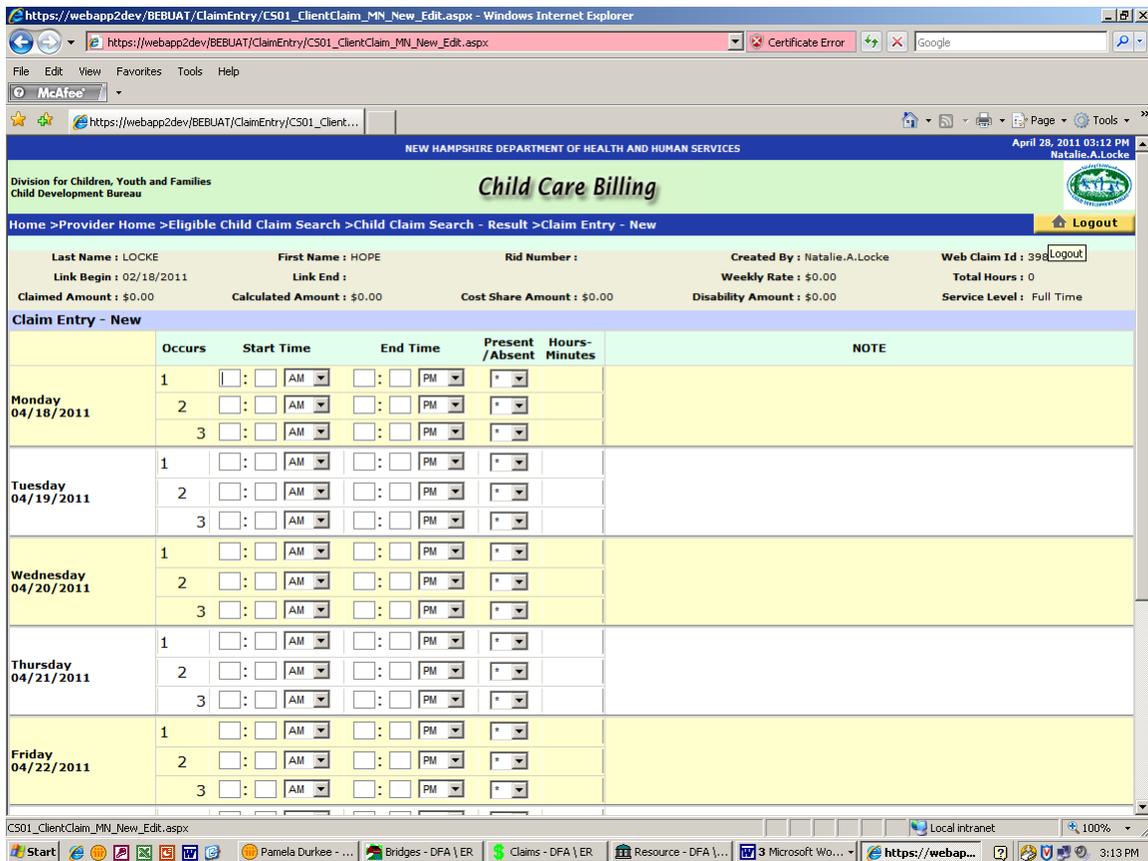
Arrived at 8:05 A.M. and departed at 8:45 A.M. for occurrence 1

Arrived at 2:30 P.M. and departed at 5:00 P.M. for occurrence 2

Initial submitted claim did **not** include the second occurrence.

Functionality allows a user to go back into the web application and bill for any additional occurrences. No paper billing is required.

REMEMBER: Once the Service Level has been reached, no additional payment can be made.



CLAIM ENTRY - NEW/EDIT SCREEN

The tabbing function on the Claim Entry – New/Edit screen allow the user to tab through all fields.

Hold down the Shift key and the Tab key to go backward through the fields.