

Pay by Enrollment Provider Quick Guide: Getting Started

On July 15, 2024, Indiana changed to a Pay by Enrollment voucher model to reduce burdens on providers while enhancing family experience. In the new model, providers use a new portal to record child absences, rather than families using swipe cards to track their child's attendance. Absences are tracked against an updated Excessive Absence policy of 45 days to increase time in care and ultimately improve child outcomes.

Please follow each step in this how-to guide to set up your account in the new portal and payment system.

Step 1: Log in to your provider portal account. This portal is where you will track child absences.

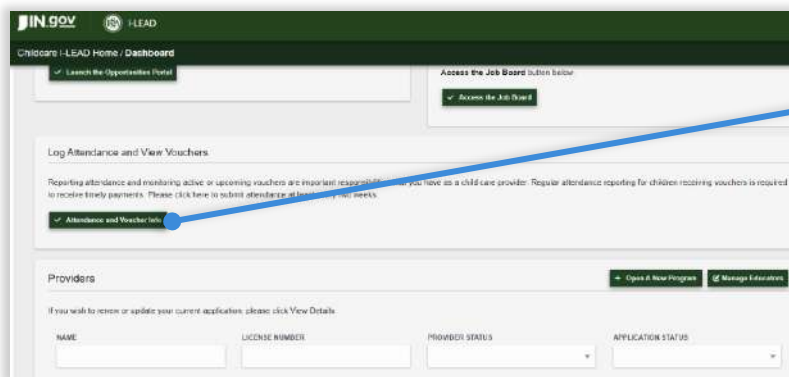
1

Log into I-LEAD. If you are a new provider, you can create an account through Access Indiana.



2

To access the portal, select the 'Attendance and Voucher Info' tile within the 'log Attendance and View Vouchers' section of the I-LEAD home screen.



Don't have a provider portal account?

If you do not have a portal account, you will first need to set one up:

1. Refer to the email you received from OECOSL with your invitation to link your provider site. Call 1-800-299-1627 or visit <https://brighterfuturesindiana.org/ilead> if you did not receive the email.
2. Select the "**Accept Invitation**" button at the bottom of the email message.
3. Follow the prompts and fill out all required fields. At the end of the process, select the "Update Your Profile" button in the bottom-right corner of the window.

Step 2: Determine how you will record child absences.

- By default, all providers are set up to submit data through the provider portal. If you plan to do so, no action is required, and you may continue to Step 3.
- If you are using a preferred Child Care Management System (CCMS) vendor (Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground), you may choose to have absence data uploaded automatically from your CCMS. Please reference the 'Connecting your CCMS for Child Absence Tracking Guide' for more information about this process.

Note: you may begin automatically sharing attendance with the state's system through a CCMS connection **after** the first attendance period is submitted (which must be entered in the provider portal).

Step 3: Enter your program's closure dates.

- Providers are allowed 16 paid closures per year. After 16 paid closures have been recorded, only the Non-Paid-Closure option will be available.
- Providers should use all of their paid closure days before using non-paid closure days.
- Closures are not managed in the CCMS system like other attendance and absence data. Closures must be added in the provider portal.

1

From the provider portal home screen, select the 'Closure Days' tile.

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

- ABSENCES**
Record the Absences for the children on the provider roster.
- MY VOUCHERS**
View and filter Vouchers for the children on the roster.
- CLOSURE DAYS**
Enter the Closure Days for the provider.
- PAYMENTS**
Register with the payment vendor, Tyler Technologies, and enter or update your banking information to setup and receive your payments. After registration, login here to see a history of payments and payment details.
- DATA ENTRY SETUP**
Use this link to specify how you will enter your Absence data into PPP.

CHILD CARE VOUCHER PROGRAM - PROVIDER PORTAL

Service Period 08/25/2024 - 09/07/2024, due on 09/21/2024. Please enter and review absences for this service period and submit.

Home Absences

CLOSURE DAYS

Provider: 1112223

Legal Name: Tony's Tiny Tots

Facility Name: Tony's Tiny Tots

Facility Type: Licensed Center

County: Howard

Date: MM/DD/YYYY

Type:

Add

SAVED CLOSURES

Calendar Year: 2024

Paid Closures: 14 of 16

Non-Paid Closures: 00

Date	Type	Action
12/25/2024	PC	Delete
12/24/2024	PC	Delete

2

To add a closure, enter a date in the "Date" field by manually typing the date, or clicking on the Calendar icon next to the field.

3

Choose a closure type, from the "Type" drop-down menu.

4

Select 'Add'.

5

A record for your specified closure will be added to the grid on this screen.

6

To delete a closure, click the "Delete" button beside the closure's entry, then 'Yes' to confirm. You will only be able to delete closures that occur during service periods that have not been submitted. Once a service period has been submitted, a closure cannot be deleted.

SAVED CLOSURES

Calendar Year: 2024

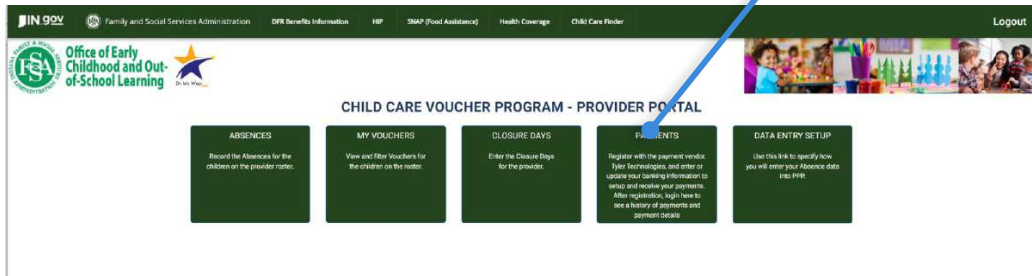
Paid Closures: 14 of 16

Non-Paid Closures: 00

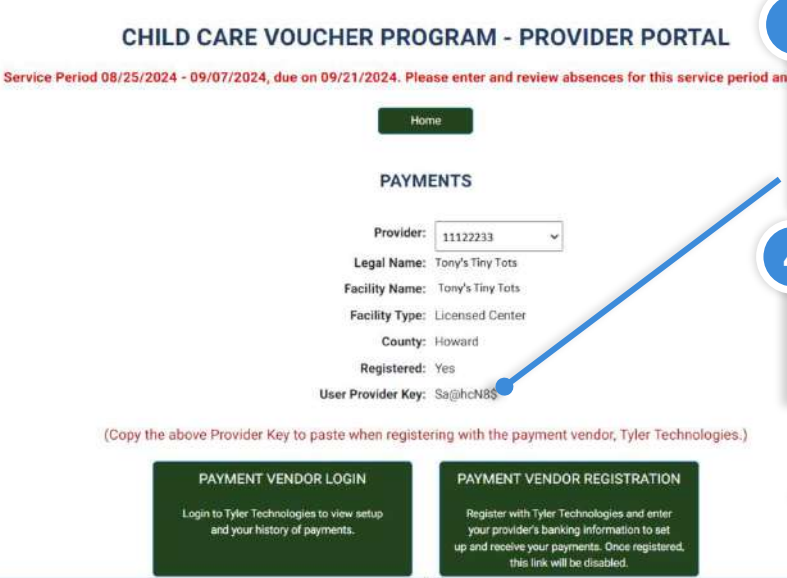
Date	Type	Action
12/25/2024	PC	Delete
12/24/2024	PC	Delete
12/06/2024	PC	Delete
11/29/2024	PC	Delete
11/28/2024	PC	Delete

Step 5: Register with Tyler Technologies to ensure you receive voucher payments in the new Pay by Enrollment model.

1 In the provider portal, select the 'Payments' tile.



2 If managing multiple child care sites, select the site to manage.



3 A 'User Provider Key' will be listed on the page. Copy or write down this key, as it will be required later in the process. NOTE: The key is always 8 characters long, please copy all 8.

4 From this page, select the 'Payment Vendor Registration' tile

