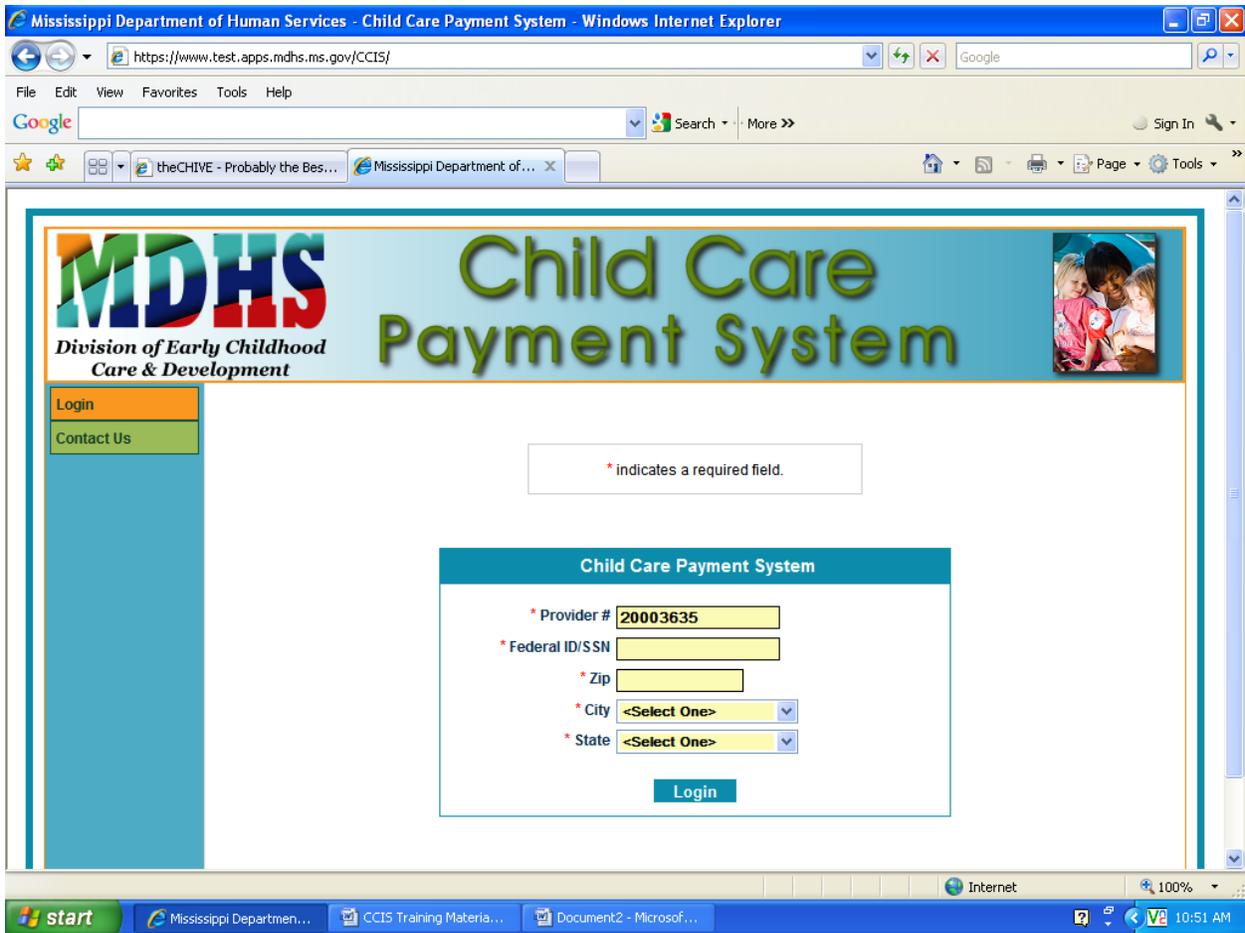


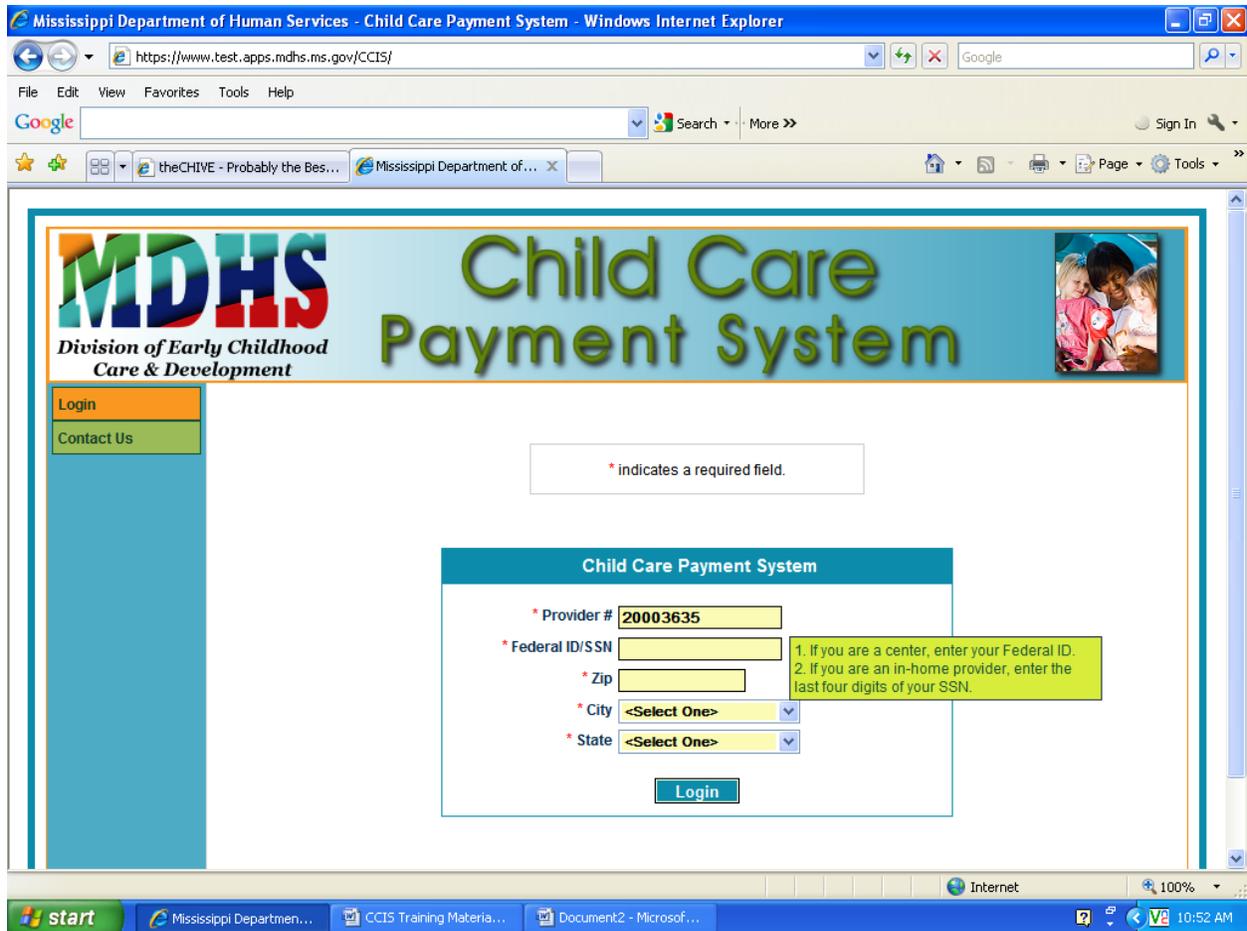
Login Screen

Each provider will access their own account based on their login ID. Each provider is assigned a provider number and Federal ID. For In- Home providers, enter the last four digits of your Social Security Number. After entering your provider number and Federal ID/SSN, enter your zip code. Press the tab key, the city and state will automatically be populated by the system. If the city or state is incorrect, click on the drop down arrow and choose the correct city and state.



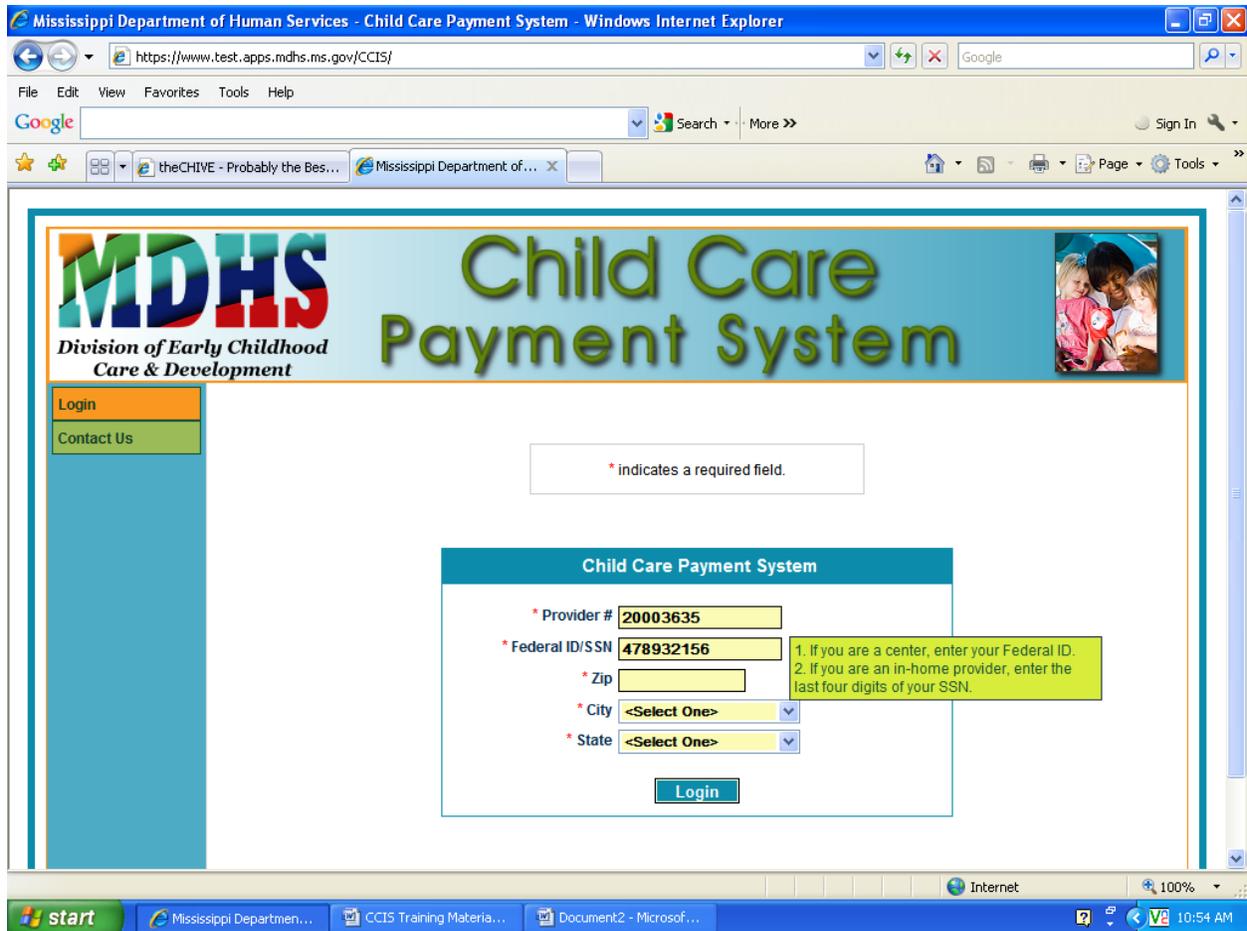
Example

Provider number entered.



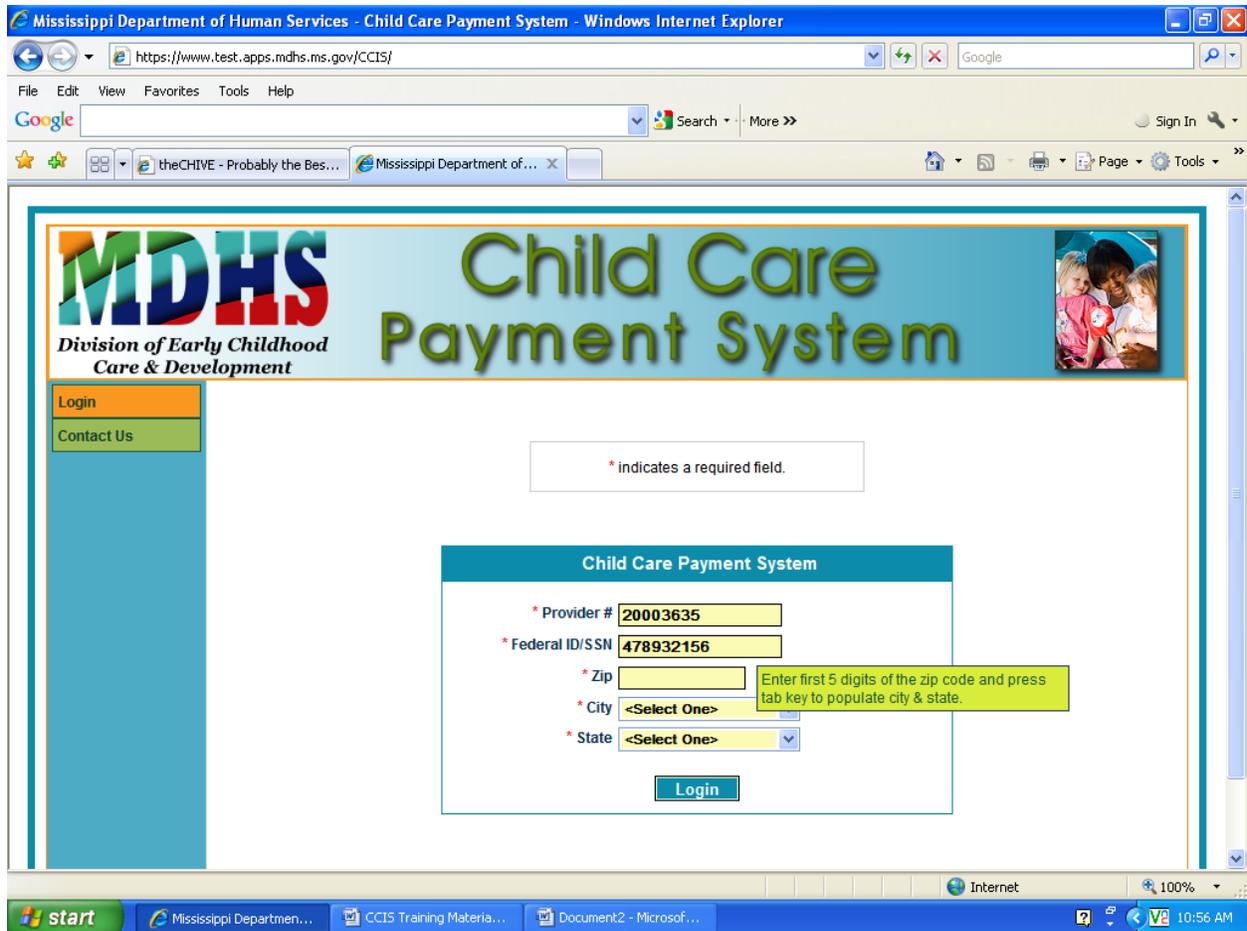
Example

If you are a center, enter your Federal ID. If you are an In-Home provider, enter the last four digits of your Social Security Number.



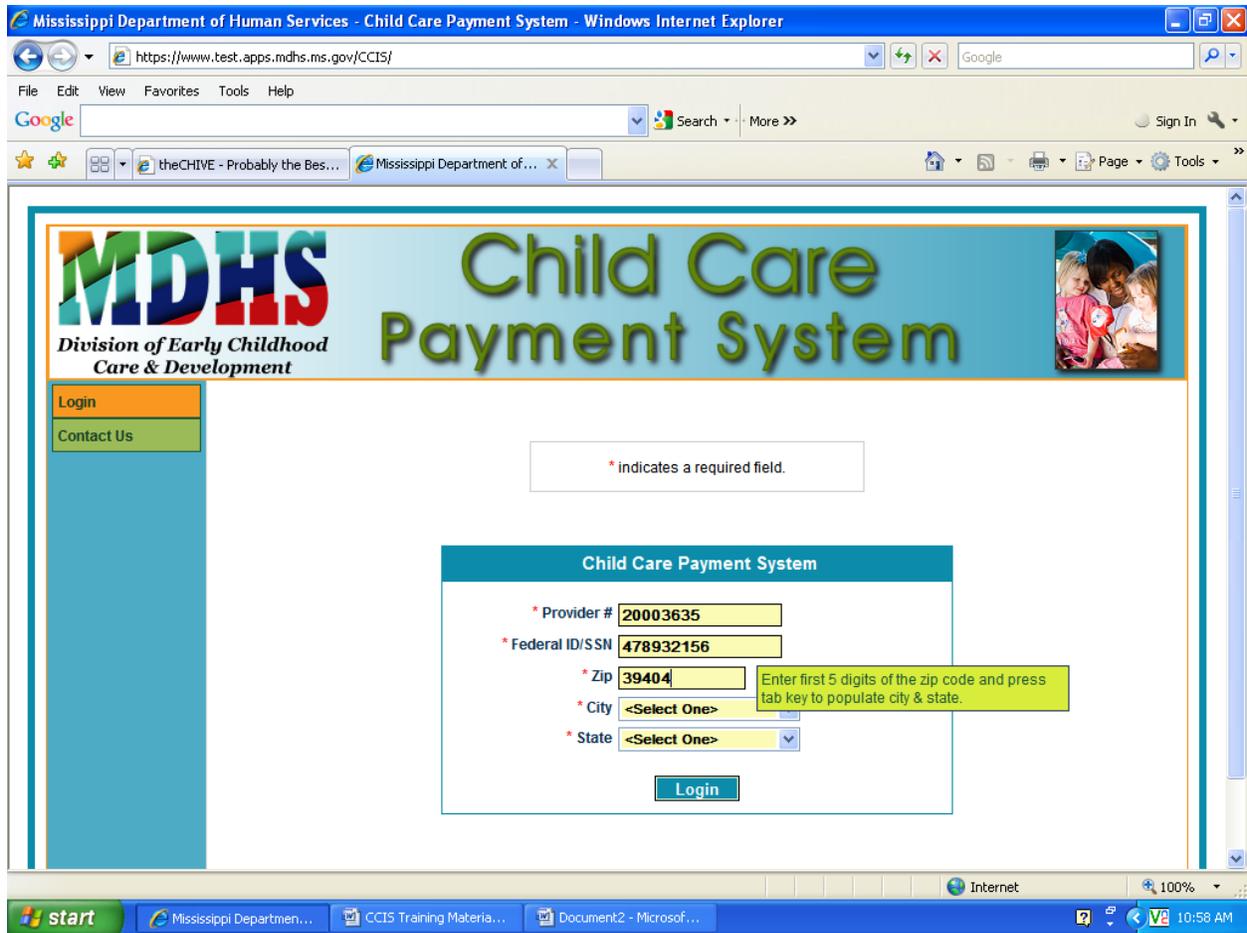
Example

This is a center so the Federal ID has been entered. If this was an In-Home provider, the last four of the Social Security Number would be entered.



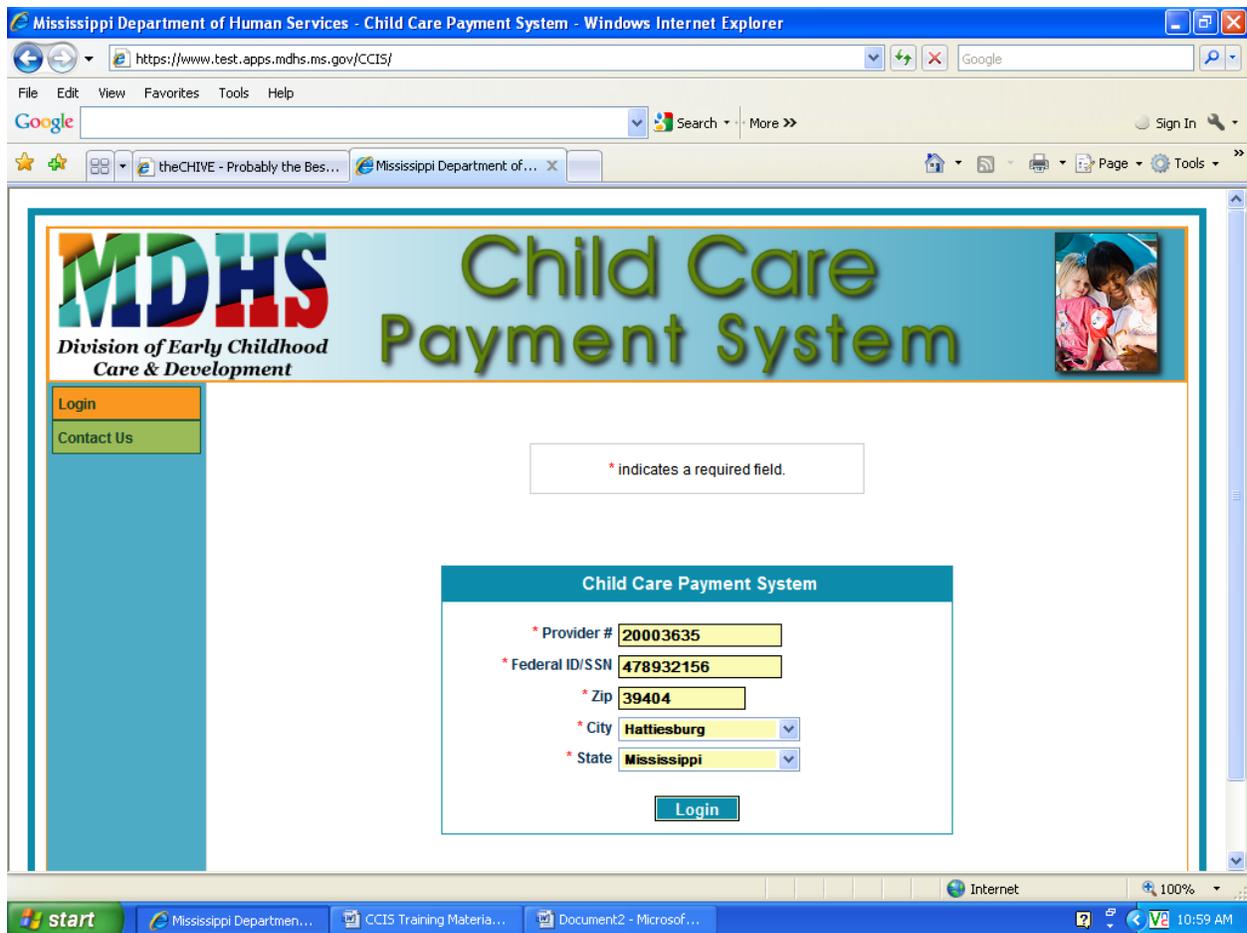
Example

Enter the first five digits of the zip code and press the tab key to populate city and state.



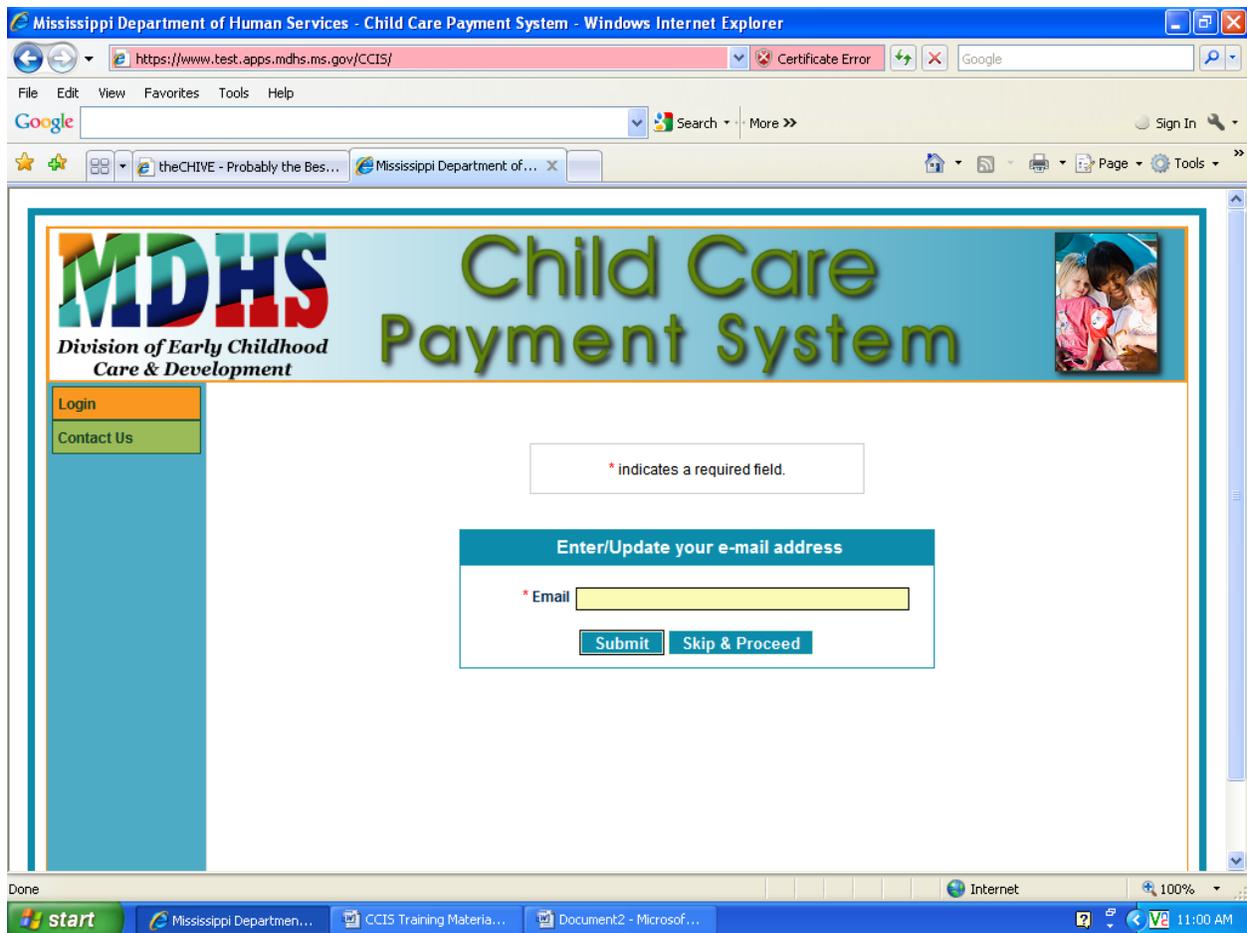
Example

Zip code has been entered.



Example

After pressing tab key, city and state has been populated. If not correct, click the drop down arrow and choose the correct city and state.



Data Collection Screen

Your email address will appear in the Email box. If your email address does not appear or is incorrect, enter it here. If it is correct and no changes are warranted, click Skip & Proceed.

MDHS
Division of Early Childhood
Care & Development

Child Care Payment System

Ledger Information Request a change Logout

LITTLE ANNIE'S DAY CARE
110 Terryore Street, Hattiesburg, MS 39404

Ledger List

Year Month Status

Goto	Year	Month	Status	Original Amt	Adjustment Amt	Original QRS	Adjusted QRS	Payment Amount	Print
	2011	October	Open	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

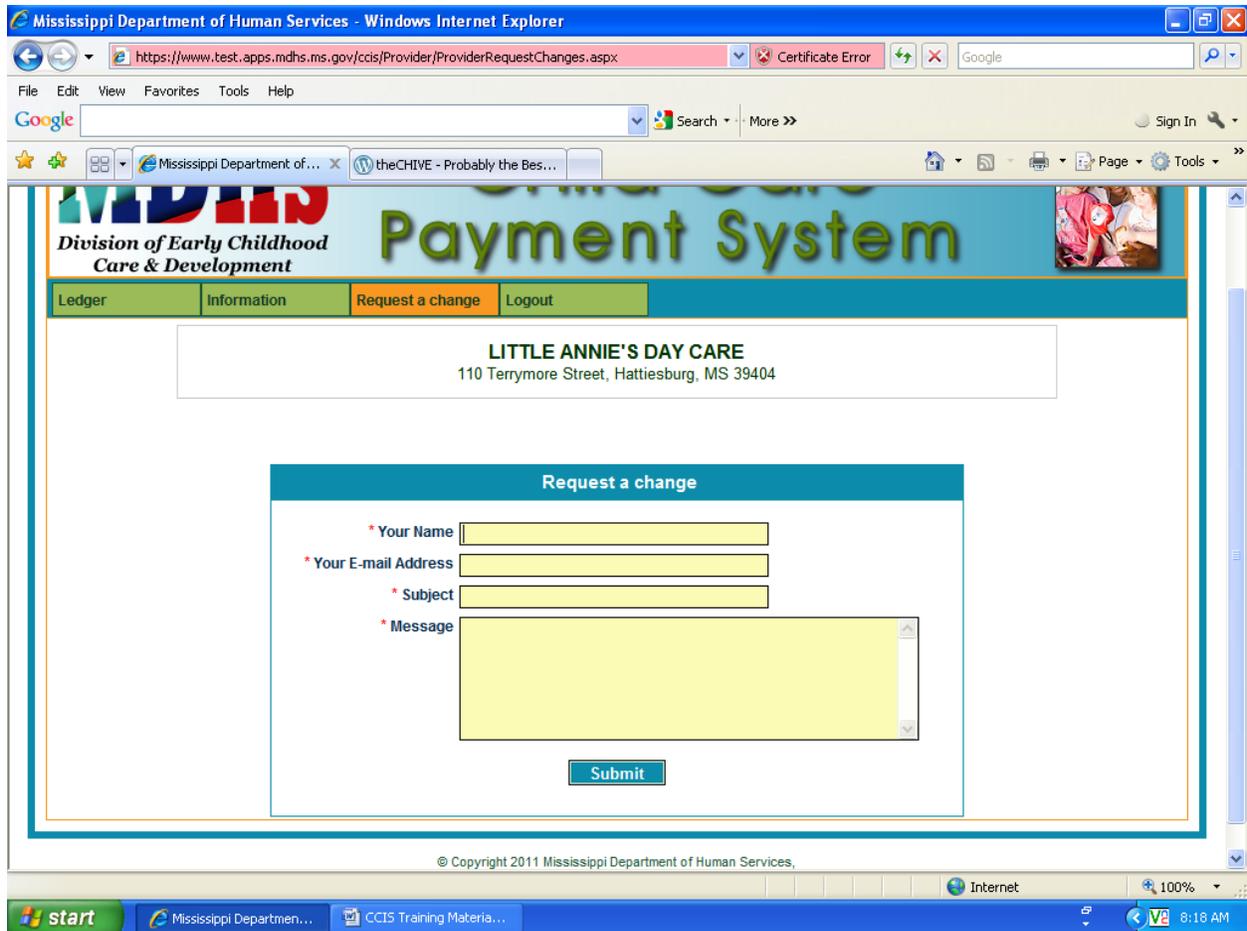
Ledger List Screen

This screen will hold all ledgers for the current year by default. You can filter or narrow your search for a particular ledger by entering information in the search criteria and then clicking the Find tab. No data may be entered on this screen. Details are provided for each ledger. You may print the details of the ledger by clicking the Adobe icon for the ledger that you want to print. A printable PDF file will be generated. Clicking the reset button will bring you back to the default view.



Information Screen

All instructions, policies and forms can be accessed using this screen. You will have to disable your pop-up blocker by accessing one of the links provided depending on what Internet system is installed on your PC. Choose the link that is compatible for your computer and you will be instructed on how to disable the pop-up blocker.



Request Change Screen

You can request any type of changes on this screen. Please enter a subject for the change as well as a message explaining the details for the change. All fields are required. You may also logout from this screen by using the logout tab.

Mississippi Department of Human Services - Windows Internet Explorer

https://www.test.apps.mdhs.ms.gov/ccis/Provider/ProviderLedgerList.aspx

MDHS
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Care & Development

Child Care Payment System

Ledger Information Request a change Logout

LITTLE ANNIE'S DAY CARE
110 Terryore Street, Hattiesburg, MS 39404

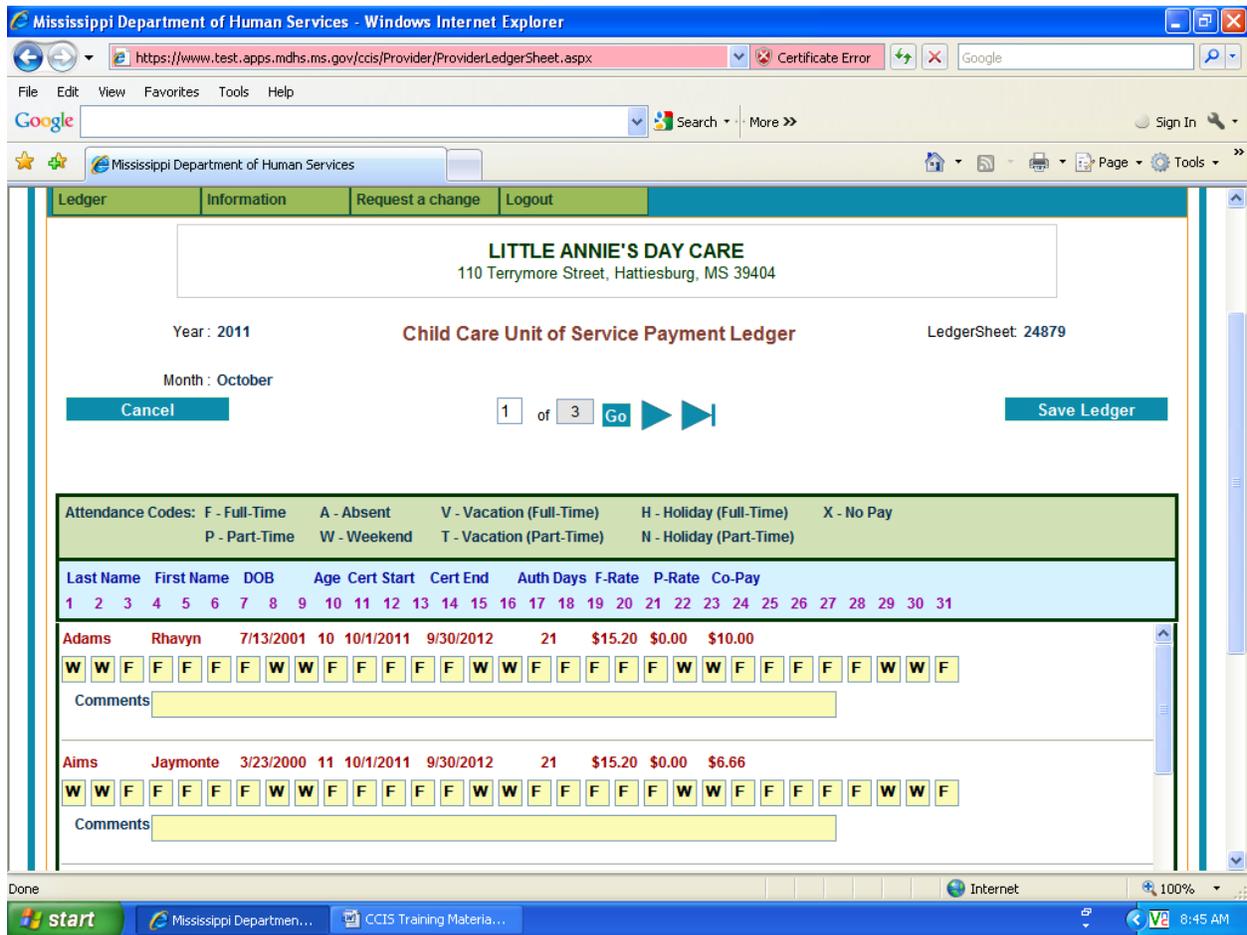
Ledger List

Year <Select One> Month <Select One> Status <Select One> Find Reset

Goto	Year	Month	Status	Original Amt	Adjustment Amt	Original QRS	Adjusted QRS	Payment Amount	Print
	2011	October	Open	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Completing Your Monthly Ledgers

Click on the Goto tab for the ledger that you are completing. Each ledger will be pre-populated based on the status of each child assigned to the provider.



Ledger Screen

If the ledger has more than ten (10) children you will have to navigate to different pages of the ledger by clicking the arrow buttons at the top or the bottom of each page. You can also navigate by changing the number in the box and clicking the Go button. If the ledger has less than ten (10) children the navigation buttons will not appear. You will need to use the scroll arrows on the ledger to view all children on each page. The children are listed alphabetically. The attendance codes are also listed at the top of the ledger. Each box under every child will have to be populated using the codes provided on the ledger.

Mississippi Department of Human Services - Windows Internet Explorer

https://www.test.apps.mdhs.ms.gov/ccis/Provider/ProviderLedgerSheet.aspx

File Edit View Favorites Tools Help

Mississippi Department of Human Services

LITTLE ANNIE'S DAY CARE
110 Terrymore Street, Hattiesburg, MS 39404

Year: 2011 **Child Care Unit of Service Payment Ledger** LedgerSheet: 24879

Month: October

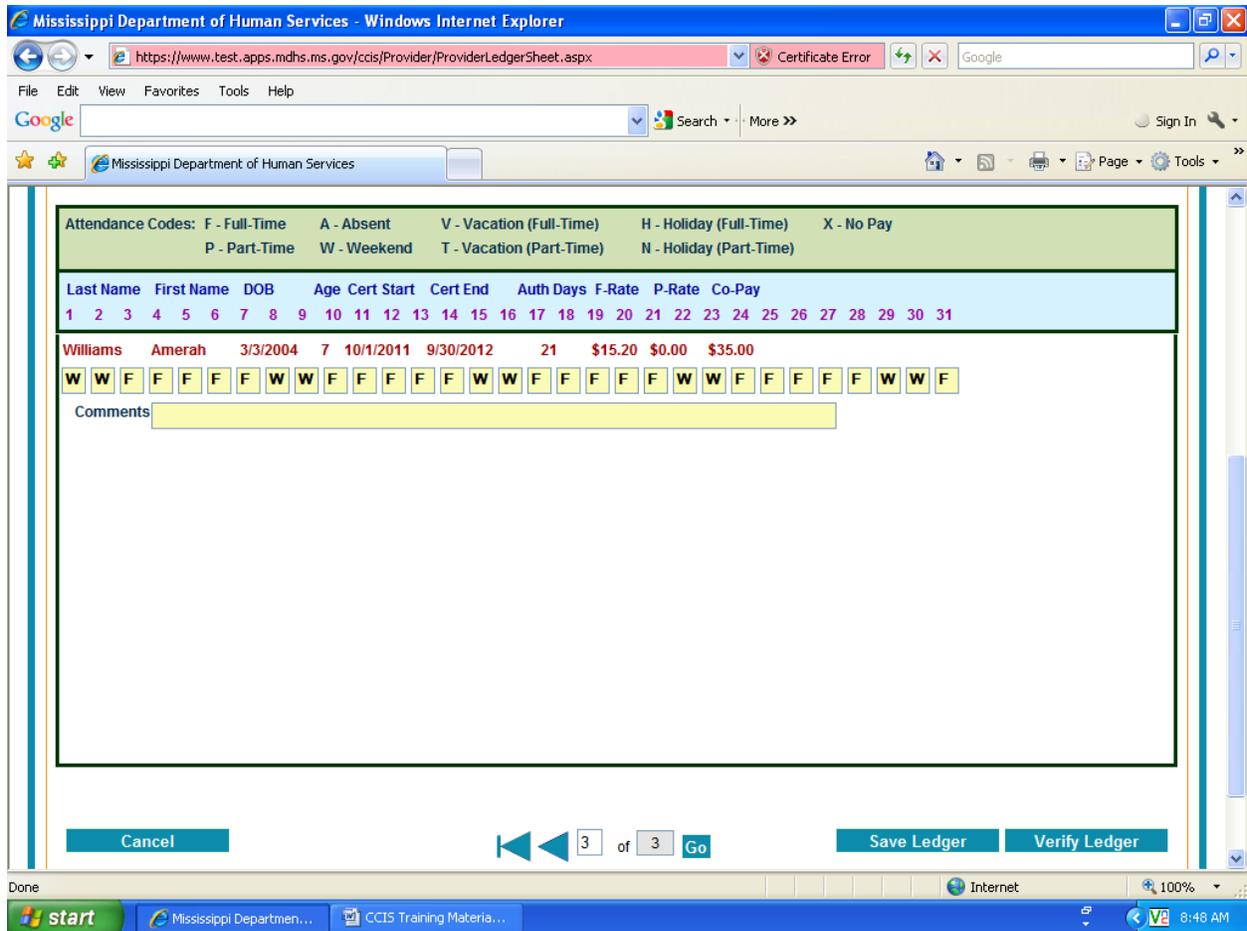
Cancel ◀◀ 2 of 3 Go ▶▶ Save Ledger

Attendance Codes:		F - Full-Time	A - Absent	V - Vacation (Full-Time)	H - Holiday (Full-Time)	X - No Pay
		P - Part-Time	W - Weekend	T - Vacation (Part-Time)	N - Holiday (Part-Time)	

Last Name	First Name	DOB	Age	Cert Start	Cert End	Auth Days	F-Rate	P-Rate	Co-Pay																															
Hinds	Xorian	2/24/2002	9	10/1/2011	9/30/2012	21	\$15.20	\$0.00	\$10.00																															
<table border="1"> <tr> <td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td> </tr> </table>										W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F
W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F										
Comments: <input type="text"/> Court Ordered Agreement																																								
Jumper	Jonathan	3/2/2002	9	10/1/2011	9/30/2012	21	\$18.20	\$0.00	\$10.00																															
<table border="1"> <tr> <td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td><td>F</td><td>F</td><td>F</td><td>F</td><td>W</td><td>W</td><td>F</td> </tr> </table>										W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F
W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F										
Comments: <input type="text"/>																																								

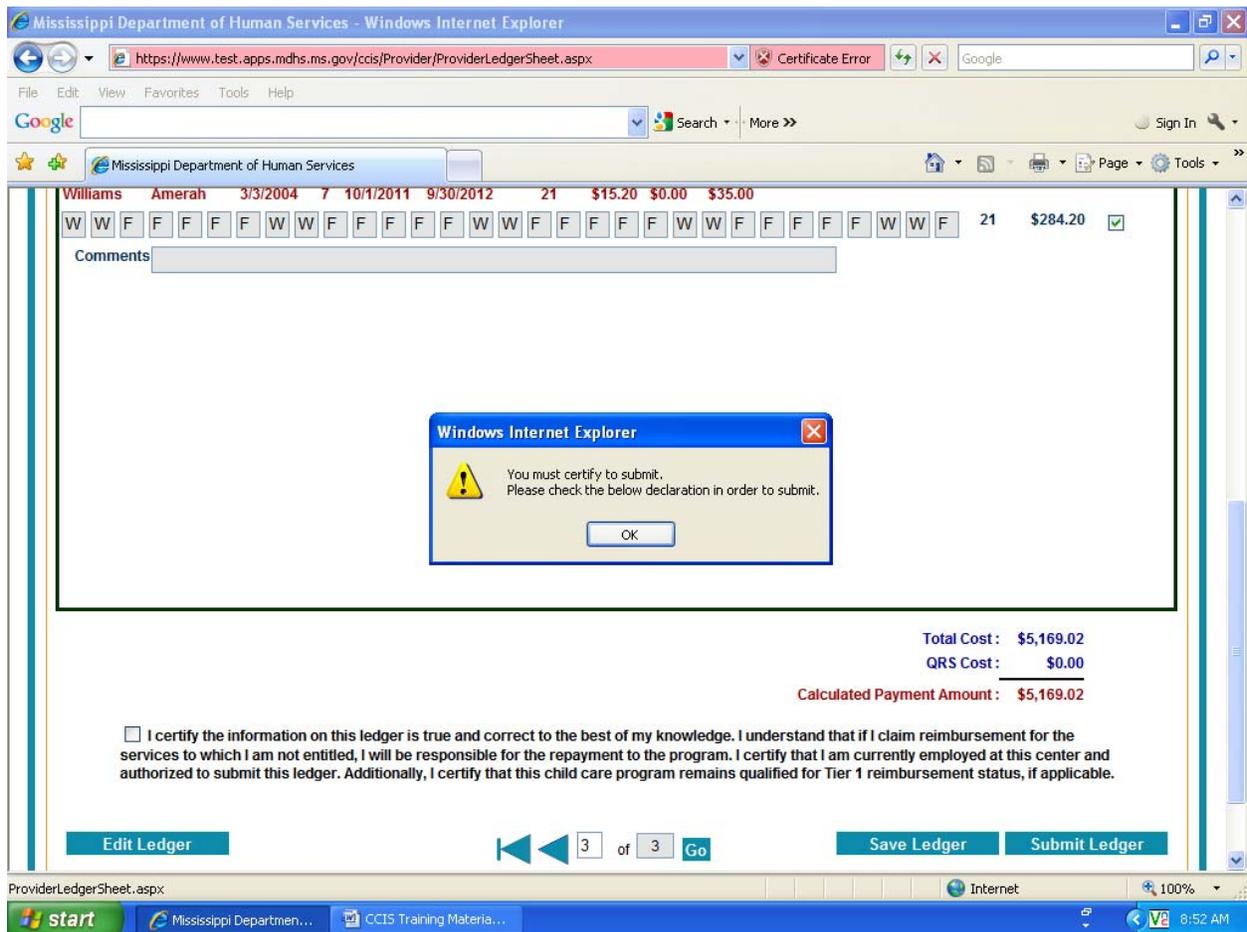
Done Internet 100% 8:47 AM

Page two of the ledger.

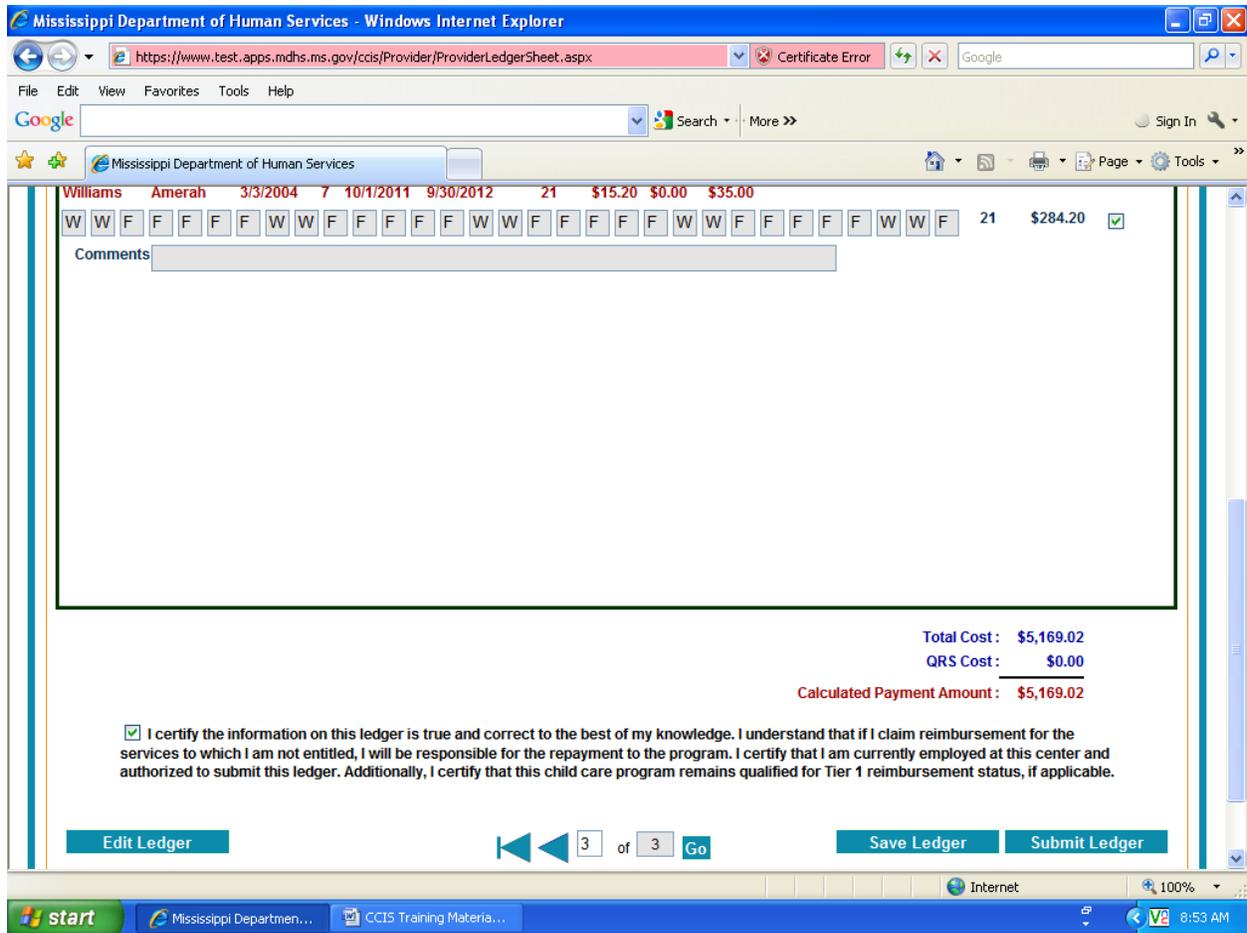


Last Page

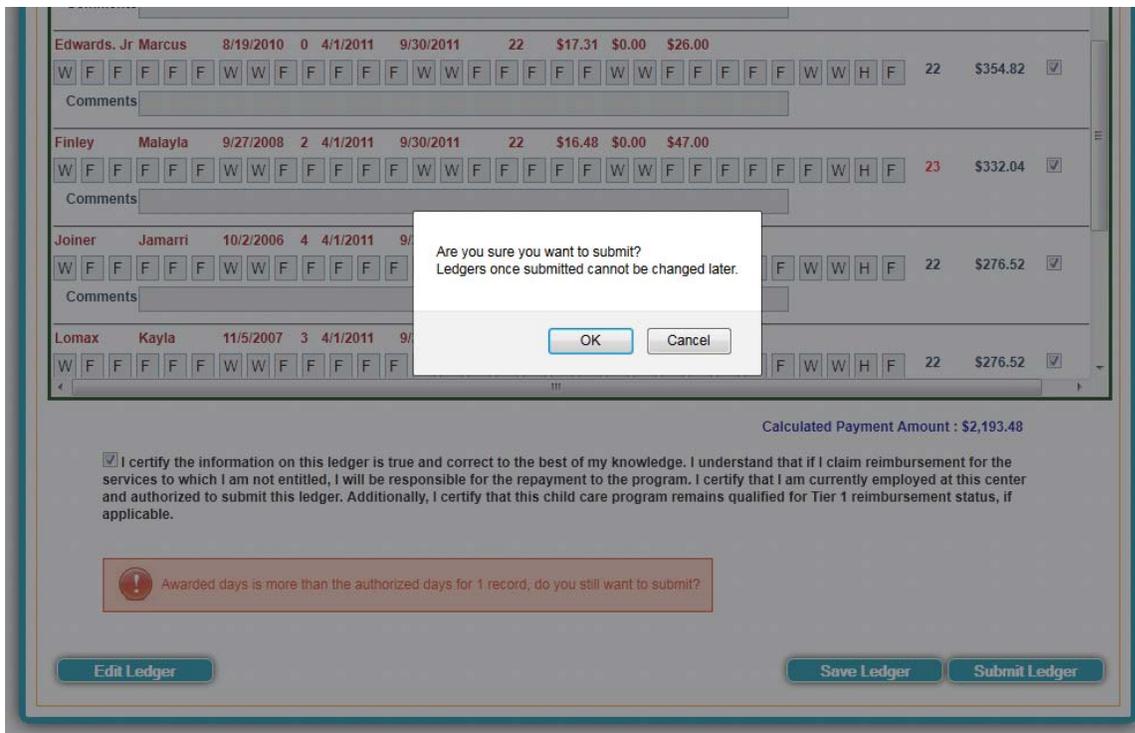
The last page of the ledger is where the verification process is located. You may begin the verification process by clicking on the Verify Ledger tab.



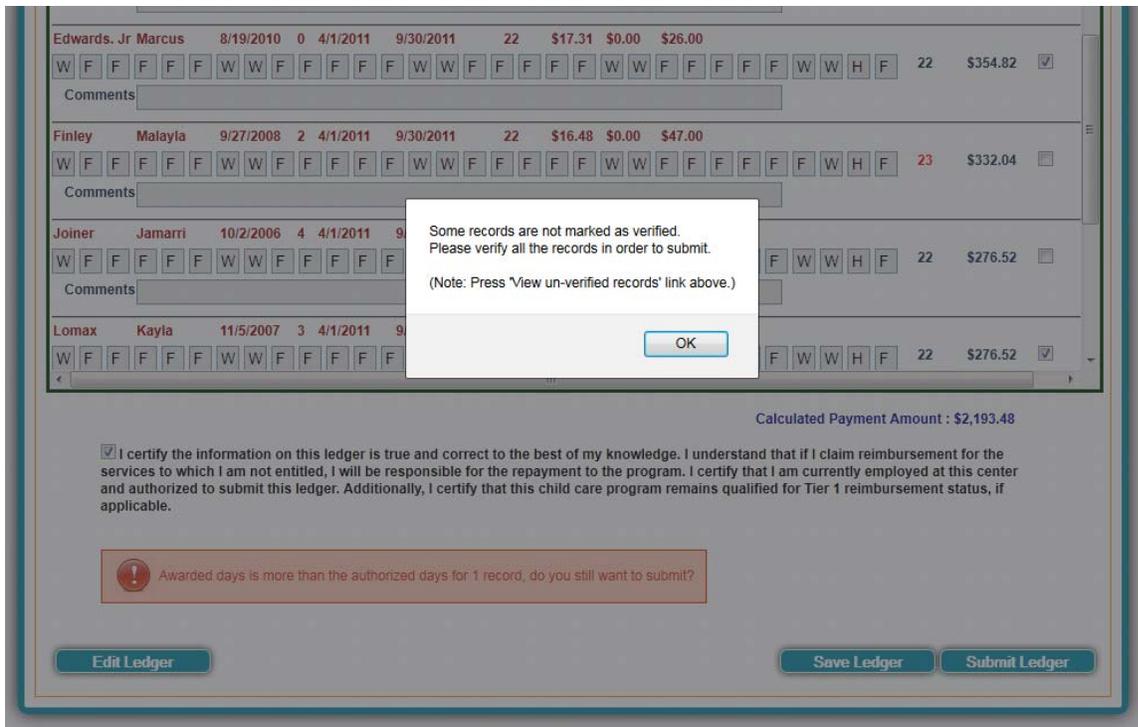
The system will not allow you to Submit Ledger after verifying all records until the Certify box have been checked. If you attempt to Submit Ledger before you check the Certify box the message “You must certify to submit” will appear.



After checking the Certify box you can now Submit Ledger.



After verifying the ledger, you must submit it. The above message will appear when you click the Submit Ledger tab. Once the ledger has been submitted, no changes can be made. If you realize that changes need to be made, click the cancel button and then click the Edit Ledger button. Make the corrections and then submit ledger again.



Before submitting a ledger, each record must be checked verified. If you try to submit a ledger and all records within that ledger have not been verified the above message will appear. Click the OK button and proceed to finalize your verification process. You may choose to click on the un-verified button at the top of the ledger and all un-verified records will be pulled, otherwise you will have to scroll through each page to find the un-verified records.

Attendance Codes: F - Full-Time A - Absent V - Vacation (Full-Time) H - Holiday (Full-Time) X - No Pay																														
P - Part-Time W - Weekend T - Vacation (Part-Time) N - Holiday (Part-Time)																														
Last Name	First Name	DOB	Age	Cert Start	Cert End	Auth Days	F-Rate	P-Rate	Co-Pay																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Edwards	Aaliyah	10/30/2008	2	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$26.00																					
W	A	A	A	F	F	W	W	F	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	H	F					
* Comments												 Comments are required, as you have entered 3 consecutive vacation or absent days.																		
Edwards, Jr	Marcus	8/19/2010	0	4/1/2011	9/30/2011	22	\$17.31	\$0.00	\$26.00																					
W	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	H	F					
Comments																														

If a child is marked absent (In-home Providers) or marked vacation (License Center) for more than three (3) consecutive days, this message will appear prompting you to enter a comment in the comment section under that particular child. If comments are not entered for this circumstance, the ledger cannot be submitted.

Attendance Codes: F - Full-Time A - Absent V - Vacation (Full-Time) H - Holiday (Full-Time) X - No Pay																														
P - Part-Time W - Weekend T - Vacation (Part-Time) N - Holiday (Part-Time)																														
Last Name	First Name	DOB	Age	Cert Start	Cert End	Auth Days	F-Rate	P-Rate	Co-Pay																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Edwards	Aaliyah	10/30/2008	2	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$26.00																					
W	V	V	V	V	V	V	V	X	F	F	W	W	F	F	F	F	F	F	F	W	W	H	F							
* Comments												 Vacation days limit of 10 has been reached.																		
Edwards, Jr	Marcus	8/19/2010	0	4/1/2011	9/30/2011	22	\$17.31	\$0.00	\$26.00																					
W	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	H	F					

If a child is on vacation for more than 10 days this message will appear. Vacation days are limited to 10 days per year.

Edwards, Jr	Marcus	8/19/2010	0	4/1/2011	9/30/2011	22	\$17.31	\$0.00	\$26.00																				
W	F	F		F	F	W	W	F	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	H	F				
Comments												 Enter Code for day 4.																	
Finley	Malayla	9/27/2008	2	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00																				
W	F	F	F	F	W	W	F	F	F	F	F	F	F	W	W	F	F	F	F	F	F	W	W	H	F				

Each space must have some type of code before a ledger can be submitted. If a day is left blank this message will appear and a code must be entered.

Mississippi Department of Human Services - Windows Internet Explorer

https://www.test.apps.mdhs.ms.gov/ccis/Provider/ProviderLedgerList.aspx

Mississippi Department of Human Services

MDHS Child Care Payment System

Division of Early Childhood Care & Development

Ledger Information Request a change Logout

LITTLE ANNIE'S DAY CARE
110 Terryore Street, Hattiesburg, MS 39404

✓ LedgerSheet has been successfully submitted.

Ledger List

Year <Select One> Month <Select One> Status <Select One> Find Reset

Goto	Year	Month	Status	Original Amt	Adjustment Amt	Original QRS	Adjusted QRS	Payment Amount	Print
	2011	October	Approved	\$5,169.02	\$0.00	\$0.00	\$0.00	\$5,169.02	

start Mississippi Departmen... CCIS Training Materia... Internet 100% 8:55 AM

Once a ledger has been successfully submitted, this message will appear informing you on a successful submittal.



Child Care Payment System



Javascript is disabled!! Please enable Javascript in your browser.

Click the link below for your browser to get directions for enabling Javascript.

[Internet Explorer](#)

[Firefox](#)

[Chrome](#)

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This screen will appear when JavaScript is disabled. The application can not be viewed if JavaScript is disabled. This screen provides the links to enable JavaScript based on what Internet browser your PC has installed. Click on the link for your computer and you will be instructed on how to enable JavaScript.

