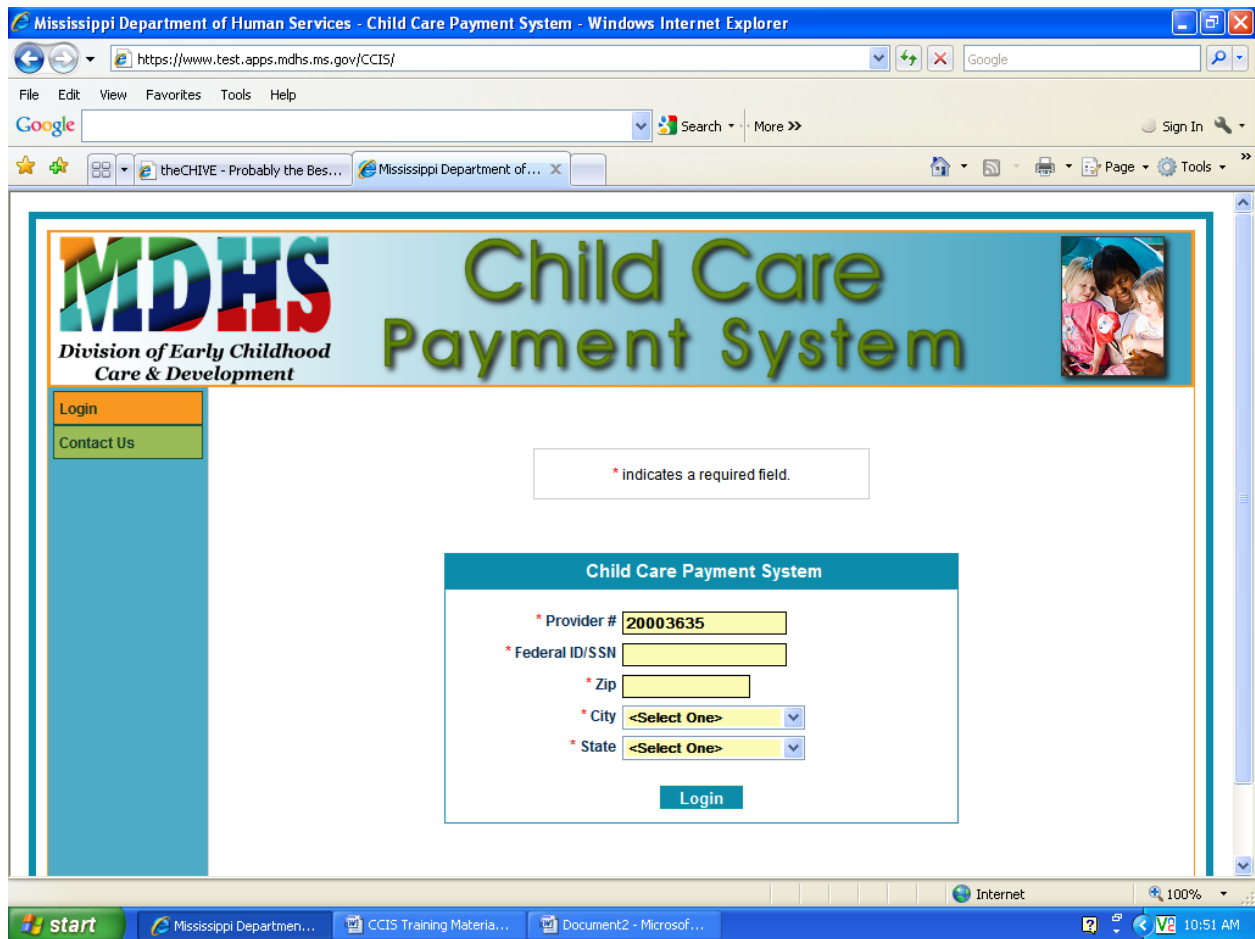


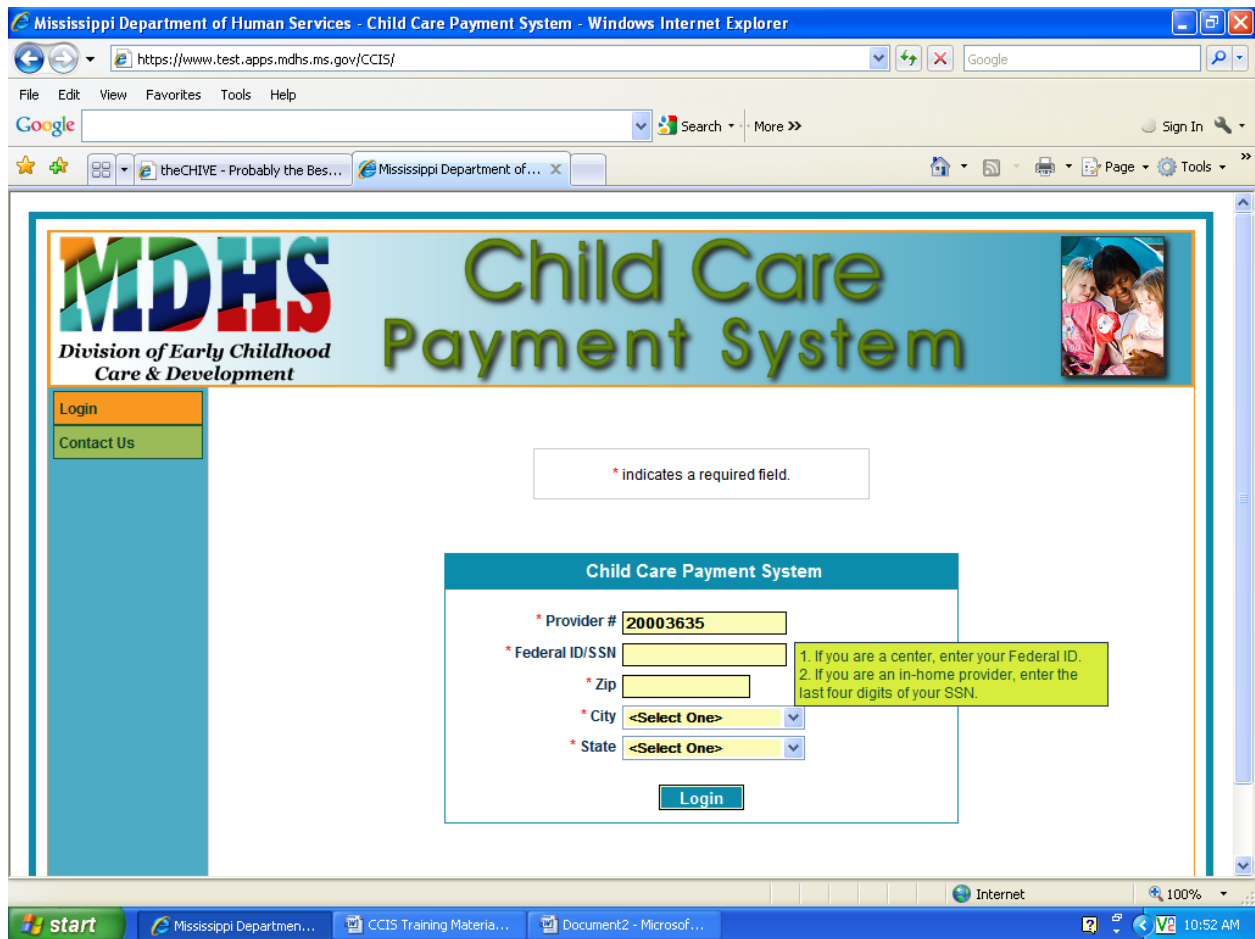
Login Screen

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.



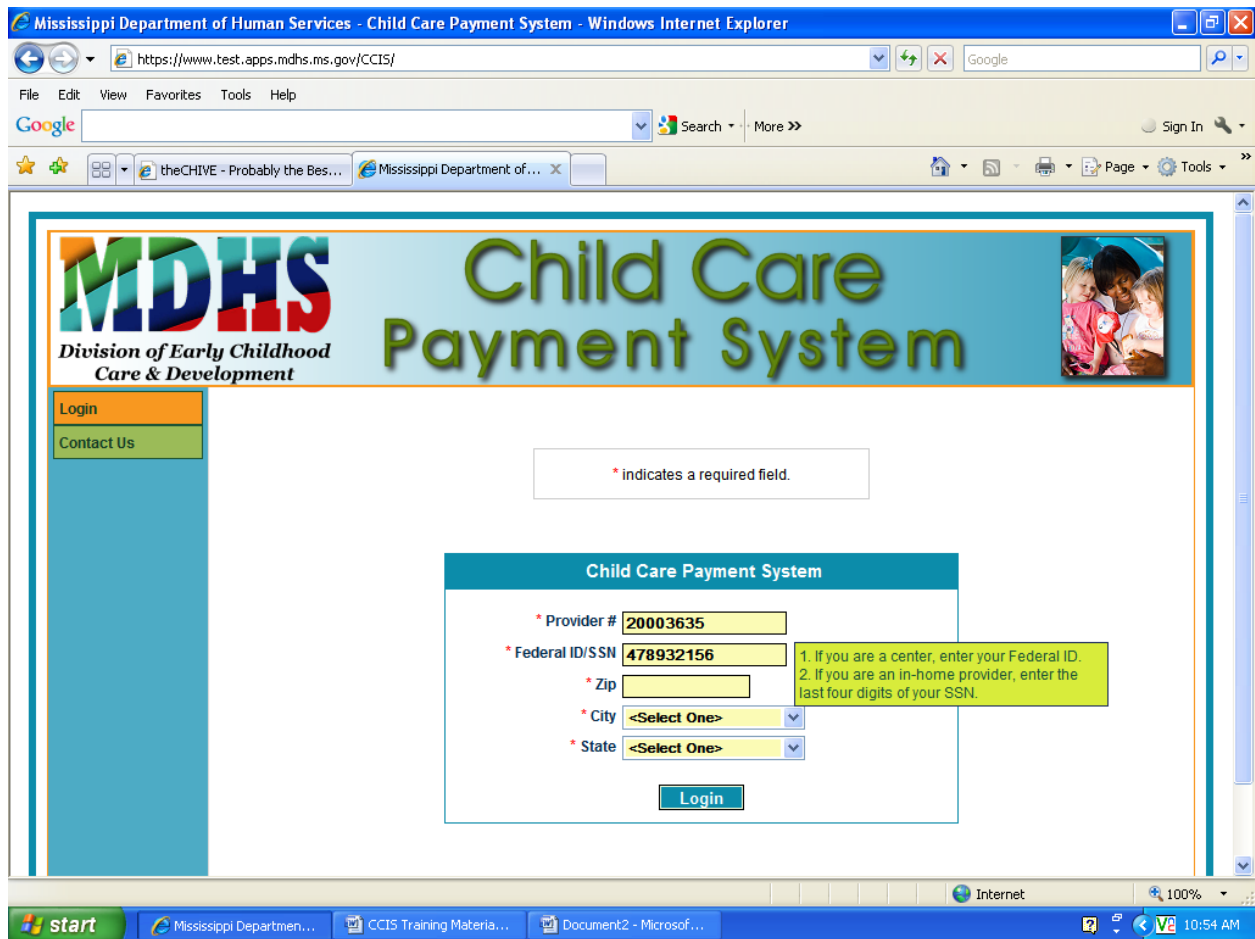
Example

Provider number entered.



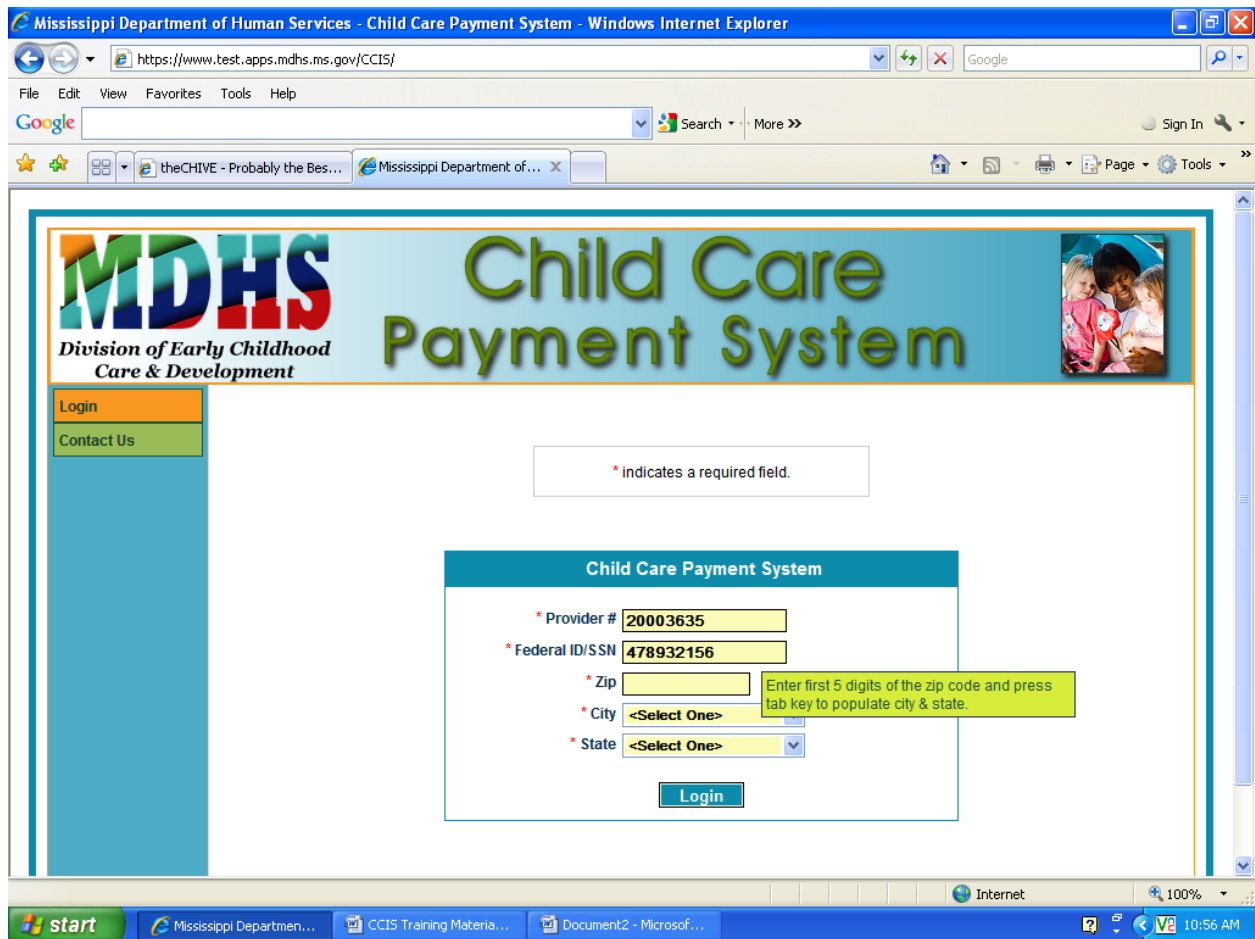
Example

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.



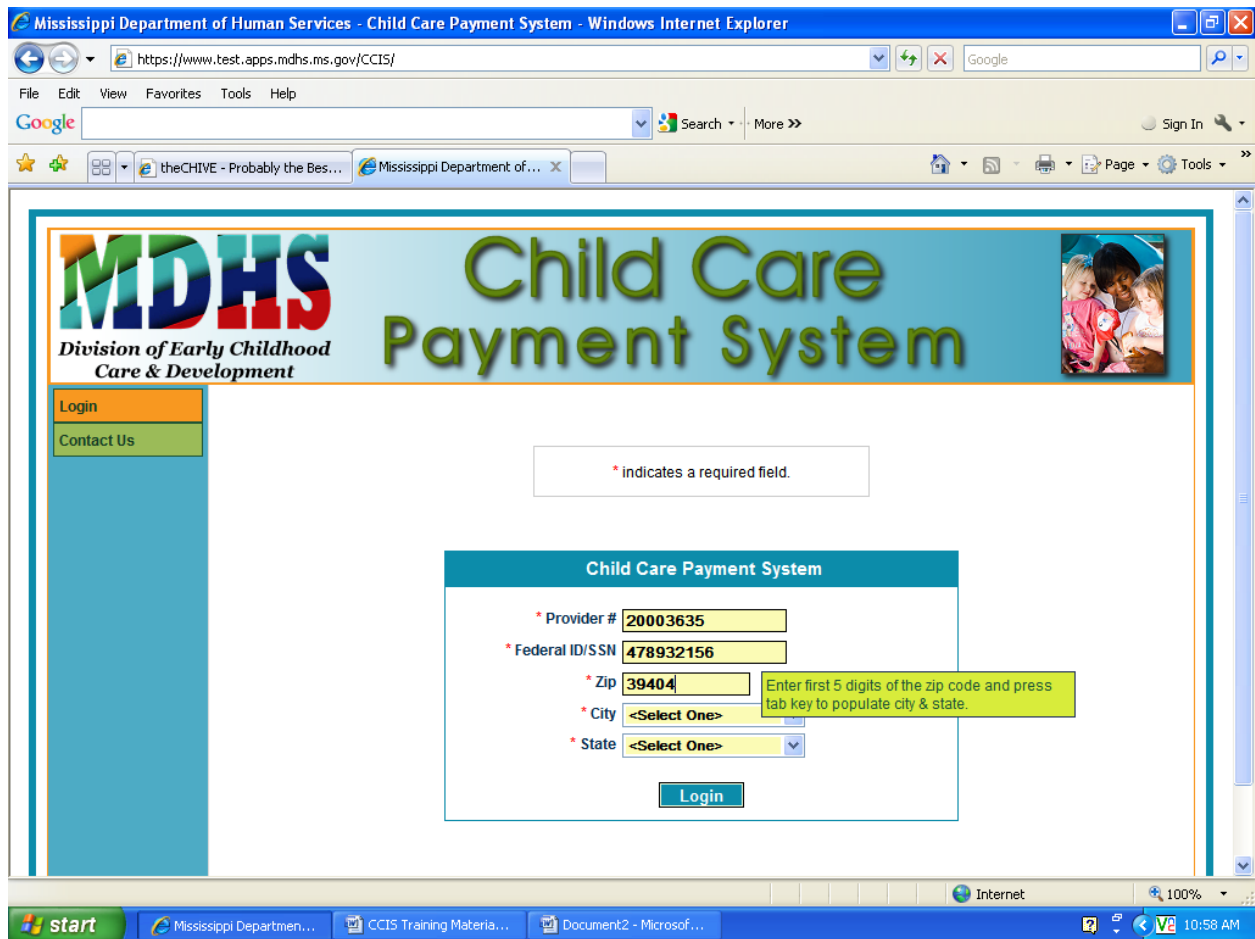
Example

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.



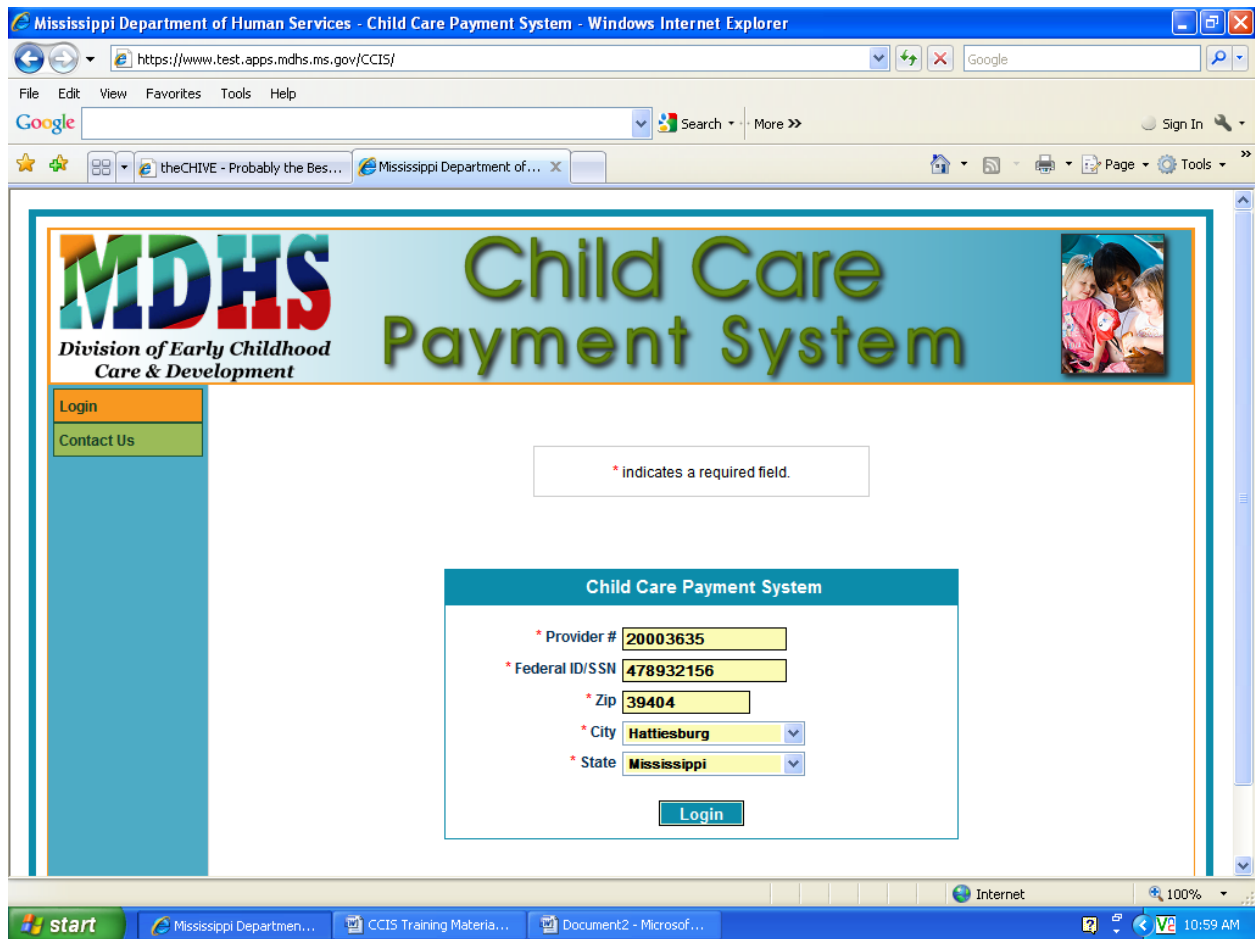
Example

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



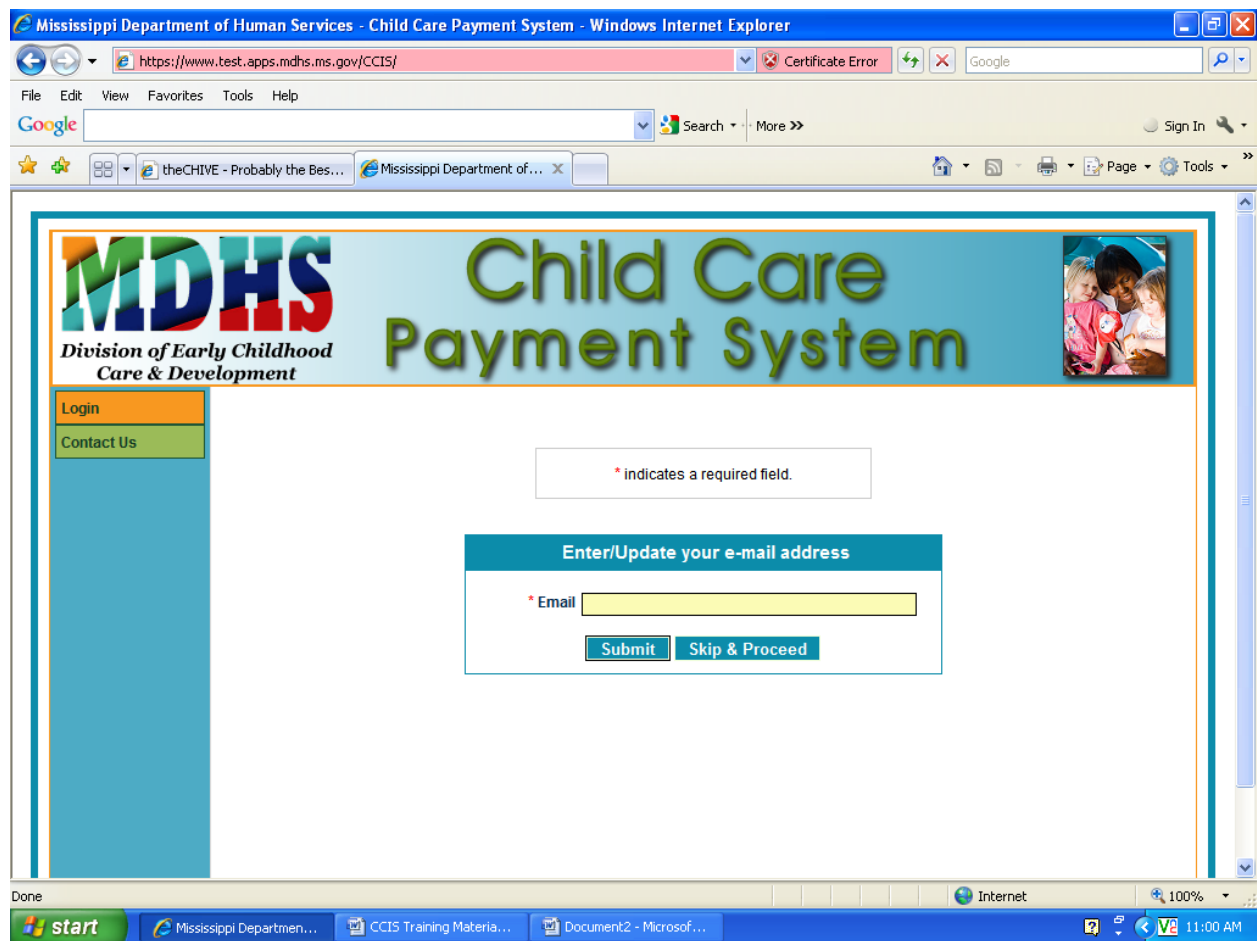
Example

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.



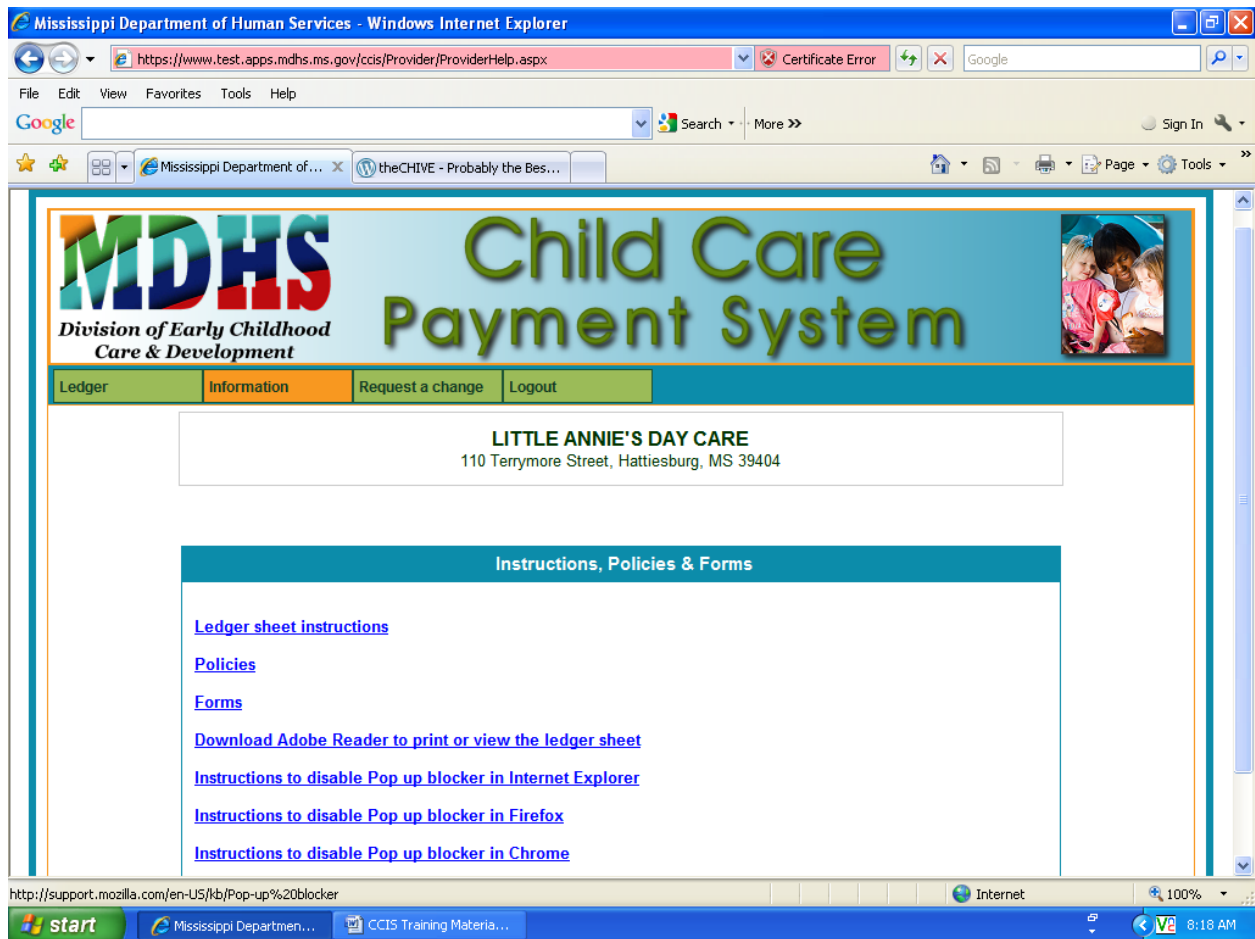
Data Collection Screen

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.



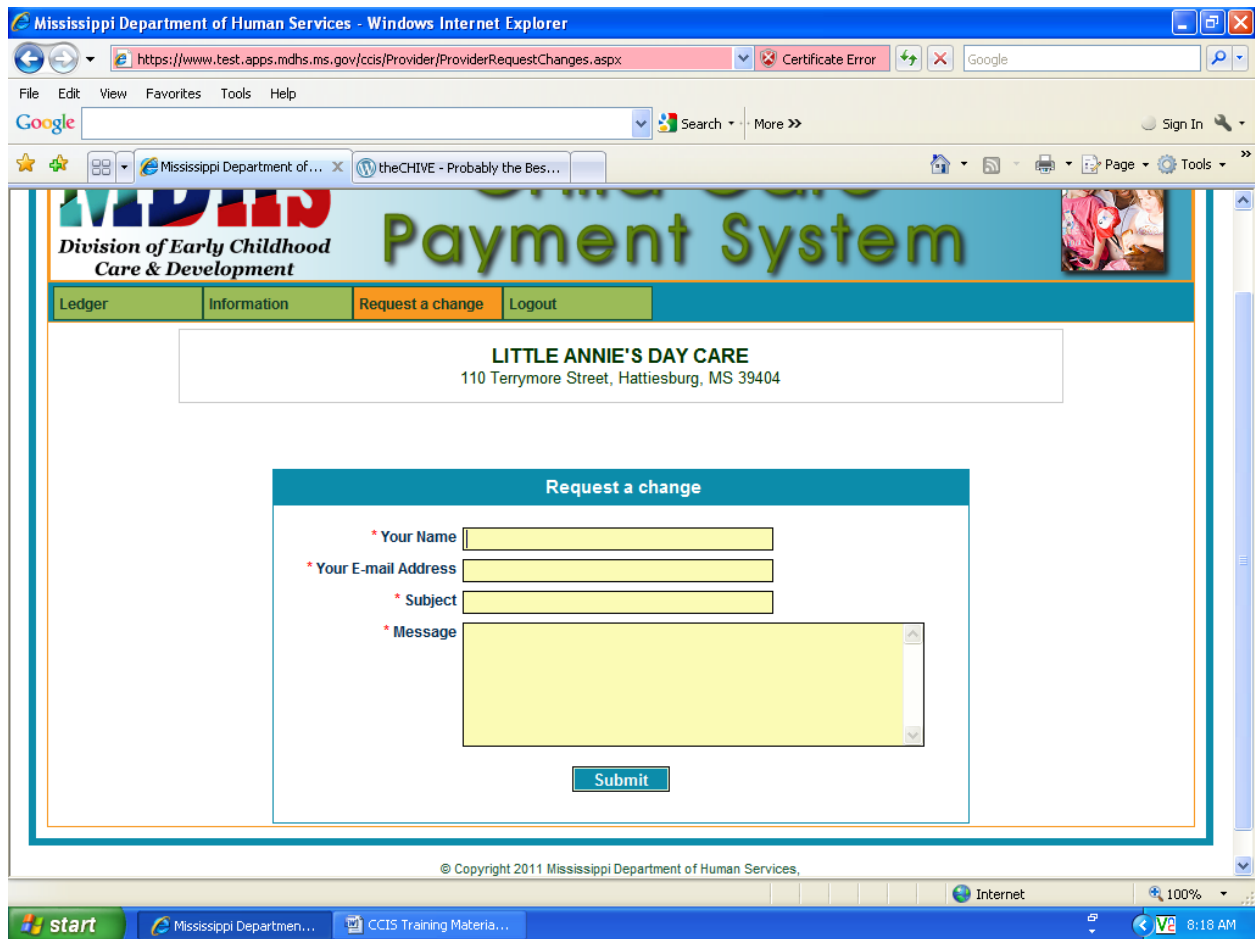
Ledger List Screen

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 the links provided depending on what Internet system 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.

MDHS
Division of Early Childhood
Care & Development

Child Care Payment System

Ledger | Information | Request a change | Logout

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

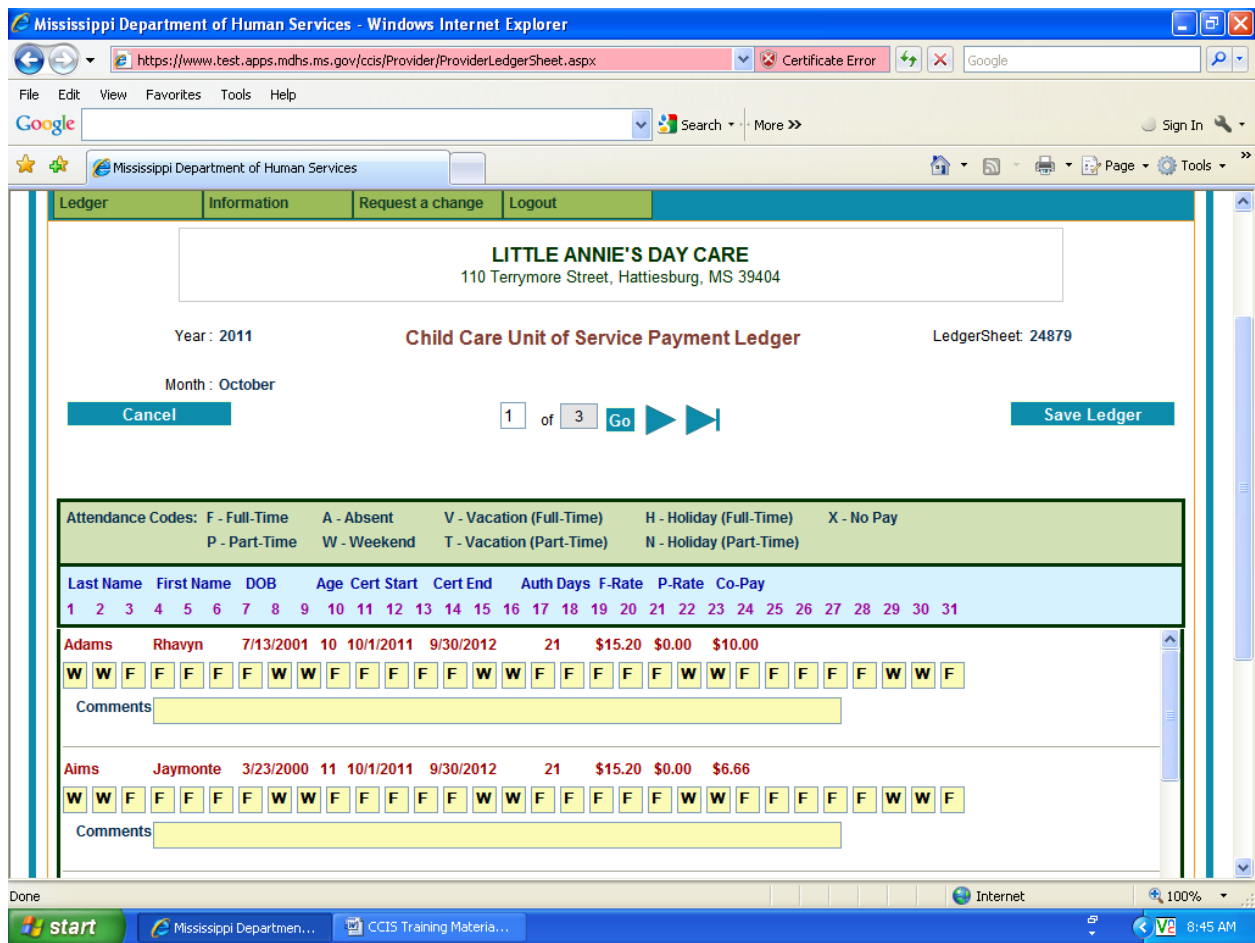
Ledger List

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	

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.mhhs.ms.gov/ccis/Provider/ProviderLedgerSheet.aspx

File Edit View Favorites Tools Help

Google Search Sign In

Mississippi Department of Human Services

Ledger Information Request a change Logout

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	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
										W	W	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	W	W	F		
Comments										Court Ordered Agreement																														
Jumper	Jonathan	3/2/2002	9	10/1/2011	9/30/2012	21	\$18.20	\$0.00	\$10.00	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
										W	W	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	F	W	W	F	F	F	F	W	W	F		
Comments																																								

Done Internet 100% 8:47 AM

Page two of 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

Google Search More >>

Mississippi Department of Human Services

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
Williams	Amerah	3/3/2004	7	10/1/2011	9/30/2012	21	\$15.20	\$0.00	\$35.00

W W F F F F W W F F F F W W F F F F W W F F F F W W F

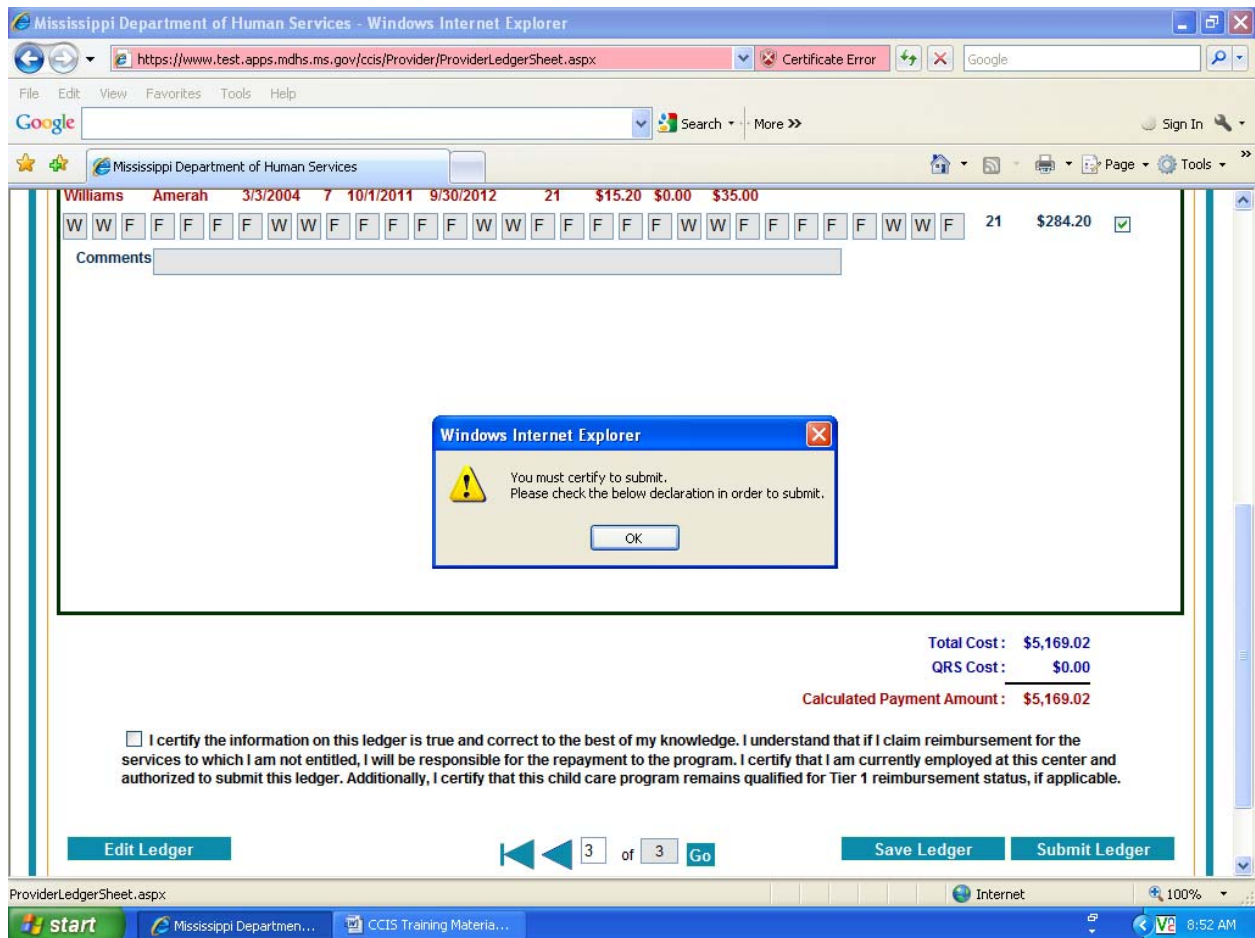
Comments

Cancel 3 of 3 Go Save Ledger Verify Ledger

Done Internet 100% 8:48 AM

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.

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

Google Search Sign In

Mississippi Department of Human Services

Williams	Amerah	3/3/2004	7	10/1/2011	9/30/2012	21	\$15.20	\$0.00	\$35.00																							
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	W	W	F	21	\$284.20	<input checked="" type="checkbox"/>
<p>Comments</p>																																

Total Cost: \$5,169.02
QRS Cost: \$0.00
Calculated Payment Amount: \$5,169.02

☒ I certify the information on this ledger is true and correct to the best of my knowledge. I understand that if I claim reimbursement for the services to which I am not entitled, I will be responsible for the repayment to the program. I certify that I am currently employed at this center and authorized to submit this ledger. Additionally, I certify that this child care program remains qualified for Tier 1 reimbursement status, if applicable.

Edit Ledger 3 of 3 Go Save Ledger Submit Ledger

start Mississippi Departmen... CCIS Training Materia... Internet 100% 8:53 AM

After checking the Certify box you can now Submit Ledger.

Employee Name	Start Date	End Date	Days	Rate	Hours	Amount	Comments
Edwards, Jr Marcus	8/19/2010	0 4/1/2011	9/30/2011	22	\$17.31	\$0.00	\$26.00
Finley Malayla	9/27/2008	2 4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00
Joiner Jamarri	10/2/2006	4 4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00
Lomax Kayla	11/5/2007	3 4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00

Are you sure you want to submit?
 Ledgers once submitted cannot be changed later.

OK Cancel

Calculated Payment Amount : \$2,193.48

☒ I certify the information on this ledger is true and correct to the best of my knowledge. I understand that if I claim reimbursement for the services to which I am not entitled, I will be responsible for the repayment to the program. I certify that I am currently employed at this center and authorized to submit this ledger. Additionally, I certify that this child care program remains qualified for Tier 1 reimbursement status, if applicable.

! Awarded days is more than the authorized days for 1 record, do you still want to submit?

Edit Ledger Save Ledger 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.


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	F	F	F	F	F	F	W	H	F	22	\$354.82	<input checked="" type="checkbox"/>
Comments																									
Finley	Malayla	9/27/2008	2	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00																
W	F	F	F	F	F	W	W	F	F	F	F	F	F	F	F	F	F	F	F	W	H	F	23	\$332.04	<input type="checkbox"/>
Comments																									
Joiner	Jamarri	10/2/2006	4	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00																
W	F	F	F	F	F	W	W	F	F	F	F	F	F	F	F	F	F	F	F	W	H	F	22	\$276.52	<input type="checkbox"/>
Comments																									
Lomax	Kayla	11/5/2007	3	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00																
W	F	F	F	F	F	W	W	F	F	F	F	F	F	F	F	F	F	F	F	W	H	F	22	\$276.52	<input checked="" type="checkbox"/>

Some records are not marked as verified.
Please verify all the records in order to submit.
(Note: Press "View un-verified records" link above.)

OK


Calculated Payment Amount : \$2,193.48

☒ I certify the information on this ledger is true and correct to the best of my knowledge. I understand that if I claim reimbursement for the services to which I am not entitled, I will be responsible for the repayment to the program. I certify that I am currently employed at this center and authorized to submit this ledger. Additionally, I certify that this child care program remains qualified for Tier 1 reimbursement status, if applicable.

 Awarded days is more than the authorized days for 1 record, do you still want to submit?

Edit Ledger Save Ledger Submit Ledger


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																						
* Comments										<div>  Comments are required, as you have entered 3 consecutive vacation or absent days. </div>																					
Edwards, Jr	Marcus	8/19/2010	0	4/1/2011	9/30/2011	22	\$17.31	\$0.00	\$26.00																						
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																						
* Comments										<div>  Vacation days limit of 10 has been reached. </div>																					
Edwards, Jr	Marcus	8/19/2010	0	4/1/2011	9/30/2011	22	\$17.31	\$0.00	\$26.00																						
Comments																															

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																						
* Comments										<div>  Enter Code for day 4. </div>																					
Finley	Malayla	9/27/2008	2	4/1/2011	9/30/2011	22	\$16.48	\$0.00	\$47.00																						
Comments																															

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

File Edit View Favorites Tools Help

Google Search Sign In

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 Terrymore Street, Hattiesburg, MS 39404

✓ LedgerSheet has been successfully submitted.

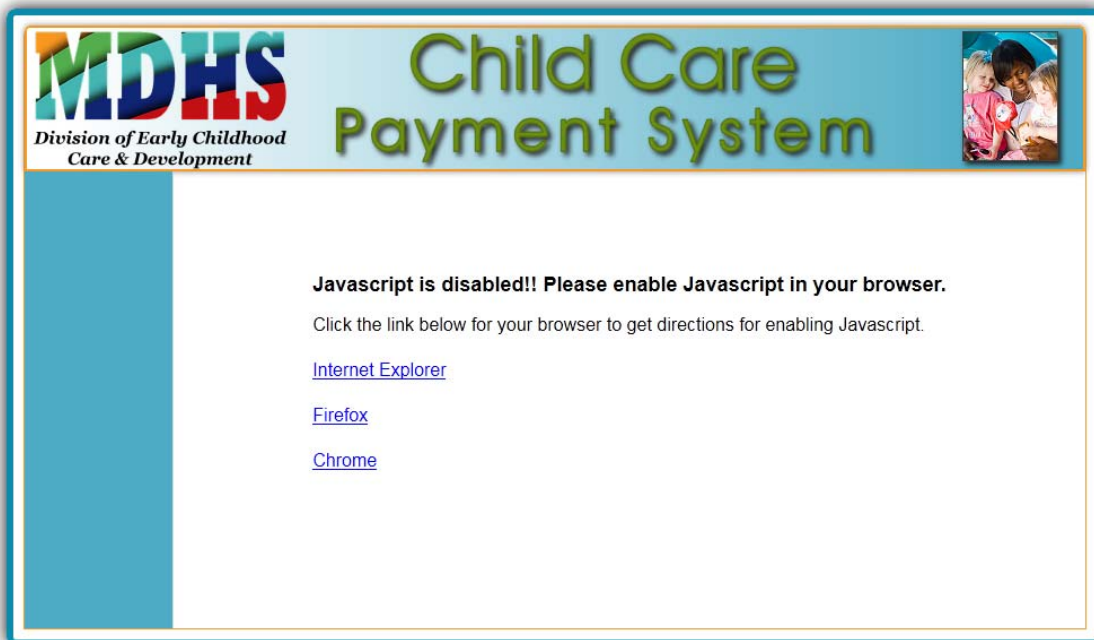
Ledger List

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

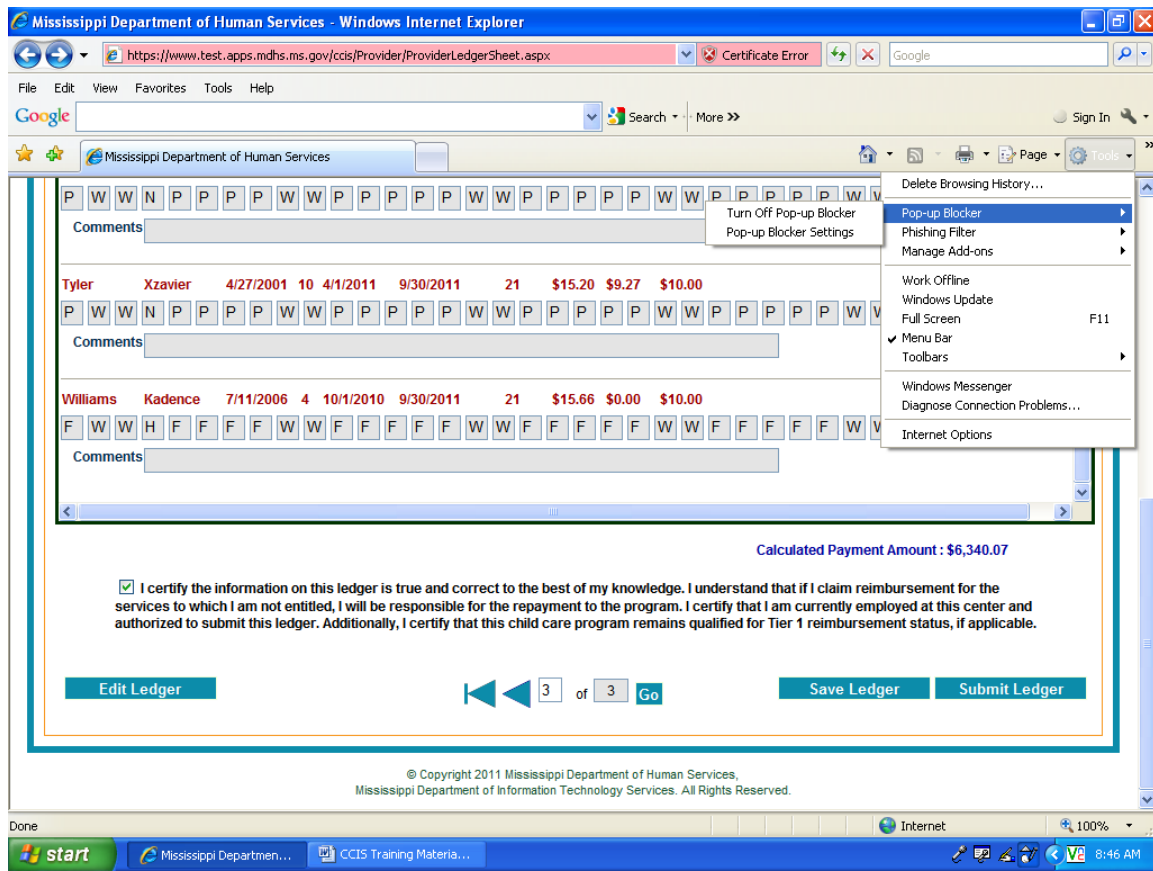
Goto	Year	Month	Status	Original Amt	Adjustment Amt	Original QRS	Adjusted QRS	Payment Amount	Print
	2011	October	Approved	\$5,169.02	\$0.00	\$0.00	\$0.00	\$5,169.02	

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.



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.



This screen is to illustrate how you will turn pop-up blocker off. Click on tools, scroll down to Pop-up Blocker, find Turn Off Pop-up Blocker and then click on it. This will turn off pop-up blocker and allow pop-ups to appear on your screen.