

Bright Futures Information System

How To Make An Adjustment To Your
Child Care Attendance

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When Do I Need To Submit An Adjustment Invoice

- You would submit an adjustment if you made a mistake on an already submitted invoice or if you need to enter back attendance for a child or children that were not on the roster when you originally submitted it.
- When submitting an adjustment the status of the original invoice needs to read either Posted, Processed, or Paid. If the status reads Submitted, or Preliminary Approval you will need to wait to submit the adjustment. See Example Below:

Invoice No.	Service Period	Date Created	Type	Base Rate	Status	Date Paid
570892	01/11/2015 - 01/24/2015	01/30/2015	Attendance-Adj	\$230.68	Posted	
569723	01/11/2015 - 01/24/2015	01/23/2015	Attendance	\$353.82	Processed	

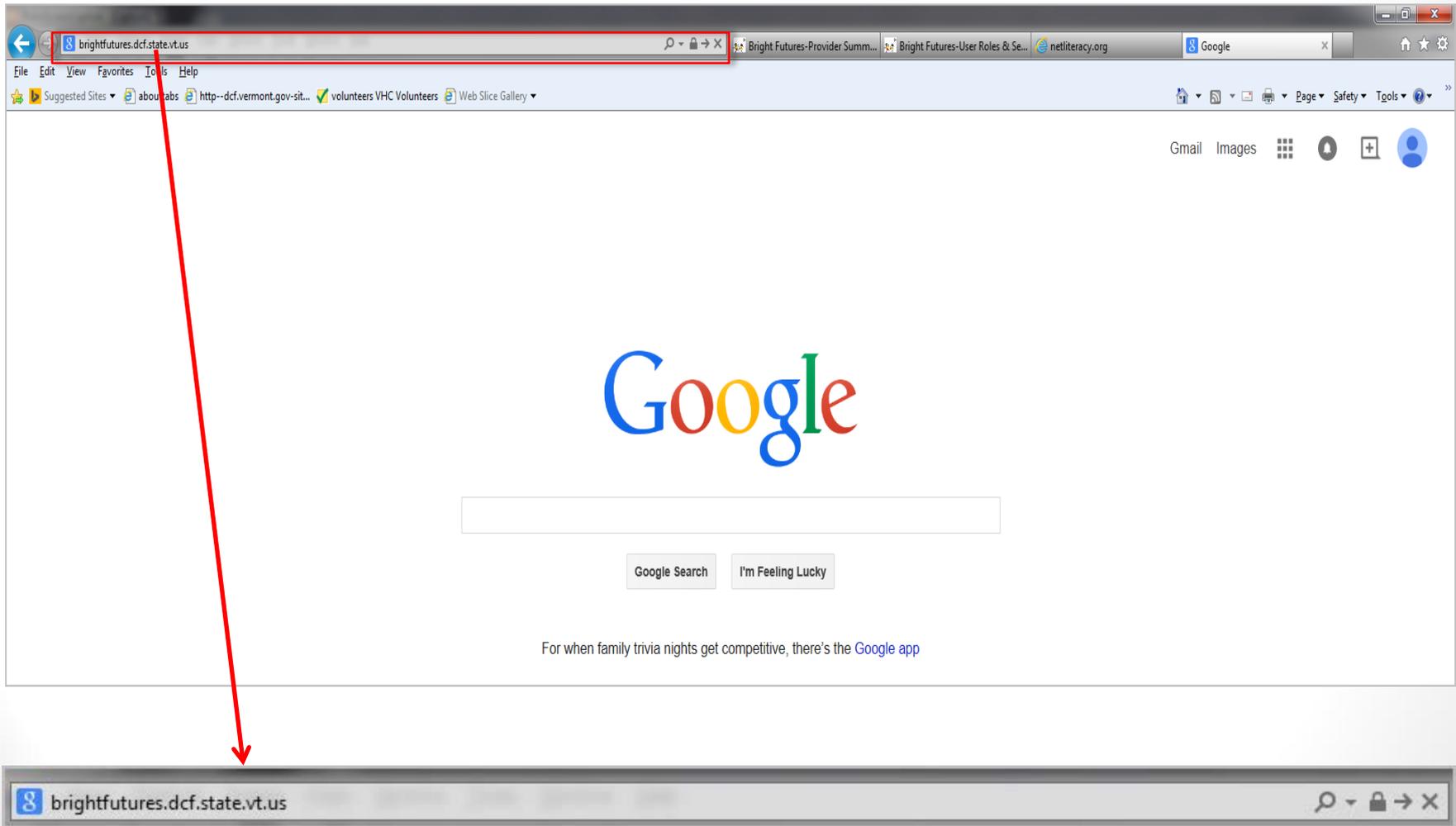
Before You Get Started

- Make sure you have your username and password information ready.

If you have any questions please contact the BFIS Help Desk at 1-800-649-2642, option 4 or email them at bfis.help@state.vt.us.

Let's Get Started...

Open your web browser and in the address bar type, “brightfutures.dcf.state.vt.us”, and then hit the “Enter” key on your keyboard.



After hitting “Enter” you should see the following page displayed on your computer.

The screenshot shows a web browser window displaying the Vermont Bright Futures Child Care Information System. The browser's address bar shows the URL: <http://www.brightfutures.dcf.state.vt.us/vtcc/reset.do?0Mmi3gjumkz13-SgYfEjWekr3%3dxguw3YfEa.aU7zaju.xn.xGOS0-SG-GF%2b5d%256US0%25>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows suggested sites, a search icon, and a page safety icon. The website's header features the Vermont Department for Children and Families Child Development Division logo on the left and the text "Bright Futures Child Care Information System" on the right. Below the header is a navigation menu with links for Home, Child Care Benefits, Find a Provider, Become a Provider, Resources, and Contact. The main content area begins with a welcome message: "Welcome to Vermont Child Care Information Services. This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont." On the left side, there are two login boxes: "Bright Futures Account" with a "Login" button and "First Time Login - New Case" with a "Login" button. The main content area is divided into sections: "Parent" with a sub-section "Trying to Find a Child Care Provider?" which includes a "Select Town:" dropdown menu and a "Go!" button, and "Need Help Paying for Child Care?" with a list of links: "Benefits Information", "Prescreen Tool", and "Online Application form". Below this is the "Child Care Program" section with a sub-section "How to Become a Licensed or Registered Child Care Program" and a list of links: "Licensing Requirements", "On-Line Applications", and "Licensing Forms & Documents". At the bottom, there is a section for "Resources for Early Childhood and Afterschool Professionals".

File Edit View Favorites Tools Help

Suggested Sites | abouttabs | http--dcf.vermont.gov-sit... | volunteers VHC Volunteers | Web Slice Gallery

VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

Bright Futures
Child Care Information System

Home | Child Care Benefits | Find a Provider | Become a Provider | Resources | Contact

Welcome to Vermont Child Care Information Services.

This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont.

Bright Futures Account
Click here if you have a parent, child care program or quality-credentialing account. [Login](#)

First Time Login - New Case
If you have been notified by the department that your account is ready, click here to login for the first time in your new case. [Login](#)

Parent

Trying to Find a Child Care Provider?

Here's where you'll find up-to-date information about local child care options. Every registered child care program and every licensed center or school age care program in Vermont is in our database. Choose a town to find out about your local child care options.

Select Town: [advanced search](#)

Need Help Paying for Child Care?

Find out about state child care benefits, apply online, and track your application.

- [Benefits Information](#) - Find out what you need to qualify for a child care benefit.
- [Prescreen Tool](#) - A quick, confidential online tool to see if you qualify for child care benefits.
- [Online Application form](#)

Child Care Program

How to Become a Licensed or Registered Child Care Program

Here's where you can find out everything you need to know about becoming a registered family child care home, a licensed child care center, or a licensed school age care program.

- [Licensing Requirements](#)
- [On-Line Applications](#)
- [Licensing Forms & Documents](#)

Resources for Early Childhood and Afterschool Professionals

Click the Login button next to Bright Futures Account.

The screenshot shows a web browser window displaying the Vermont Bright Futures Child Care Information System. The browser's address bar shows the URL: <http://www.brightfutures.dcf.state.vt.us/vtcc/reset.do?0Mm3gjumkz13-SgYEjWekr3%3dxguw3YEa.aU7zaju.xn.xGOS0-SG-GF%2b5d%256USO%25>. The browser's address bar also shows the page title: "Vermont Bright Futures Chi...".

The website header includes the Vermont Department for Children and Families Child Development Division logo and the text "Bright Futures Child Care Information System". The navigation menu contains links for Home, Child Care Benefits, Find a Provider, Become a Provider, Resources, and Contact.

The main content area features a welcome message: "Welcome to Vermont Child Care Information Services. This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont."

On the left side, there are two login options:

- Bright Futures Account**: Click here if you have a parent, child care program or quality-credentialing account. [Login](#)
- First Time Login - New Case**: If you have been notified by the department that your account is ready, click here to login for the first time in your new case. [Login](#)

A red box highlights the "Login" button for the "Bright Futures Account" section, and a red arrow points to it from the right.

The main content area also includes sections for "Child Care Provider?", "Need Help Paying for Child Care?", and "Child Care Program".

Child Care Provider?
Here's where you'll find up-to-date information about local child care options. Every registered child care program and every licensed center or school age care program in Vermont is in our database. Choose a town to find out about your local child care options.
Select Town: [advanced search](#)

Need Help Paying for Child Care?
Find out about state child care benefits, apply online, and track your application.

- [Benefits Information](#) - Find out what you need to qualify for a child care benefit.
- [Prescreen Tool](#) - A quick, confidential online tool to see if you qualify for child care benefits.
- [Online Application form](#)

Child Care Program

How to Become a Licensed or Registered Child Care Program
Here's where you can find out everything you need to know about becoming a registered family child care home, a licensed child care center, or a licensed school age care program.

- [Licensing Requirements](#)
- [On-Line Applications](#)
- [Licensing Forms & Documents](#)

Resources for Early Childhood and Afterschool Professionals

Click the Login button under Child Care Program Account.

The screenshot shows a web browser window displaying the Vermont Department for Children and Families Child Care Information System. The page has a navigation bar with links for Home, Child Care Benefits, Find a Provider, Become a Provider, Resources, and Contact. The main content area is titled "System Login" and contains three sections: "Child Care Program Account" with a "Login" button, "Quality - Credentialing Account" with a "Login" button, and "Parent User Login" with a "Login" button. A red arrow points to the "Login" button under "Child Care Program Account". Below these sections is a "< Go Back" button and a link for "BFIS Help Desk? Click Here". The footer contains copyright information and a page ID.

VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

Bright Futures
Child Care Information System

Home Child Care Benefits Find a Provider Become a Provider Resources Contact

System Login

Child Care Program Account
Login

Quality - Credentialing Account
Login

Parent User Login
Login

< Go Back

BFIS Help Desk? [Click Here](#)

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Type in your username and password, then click Submit.

https://sandbox.ahs.state.vt.us/vtcc/process.do?Mm3gjumkz13-SyVEjWekr3%3diguin3YEaaU7zaju.xG0S0-SG-60%2bOF% Certificate error X Bright Futures-System Login X

File Edit View Favorites Tools Help

Suggested Sites abouttabs http--dcf.vermont.gov-sit... volunteers VHC Volunteers Web Slice Gallery

 **Bright Futures**
Child Care Information System

- Authorization to this page is required. Please login for access.

< Go Back BFIS Help Desk

? System Login

Username:

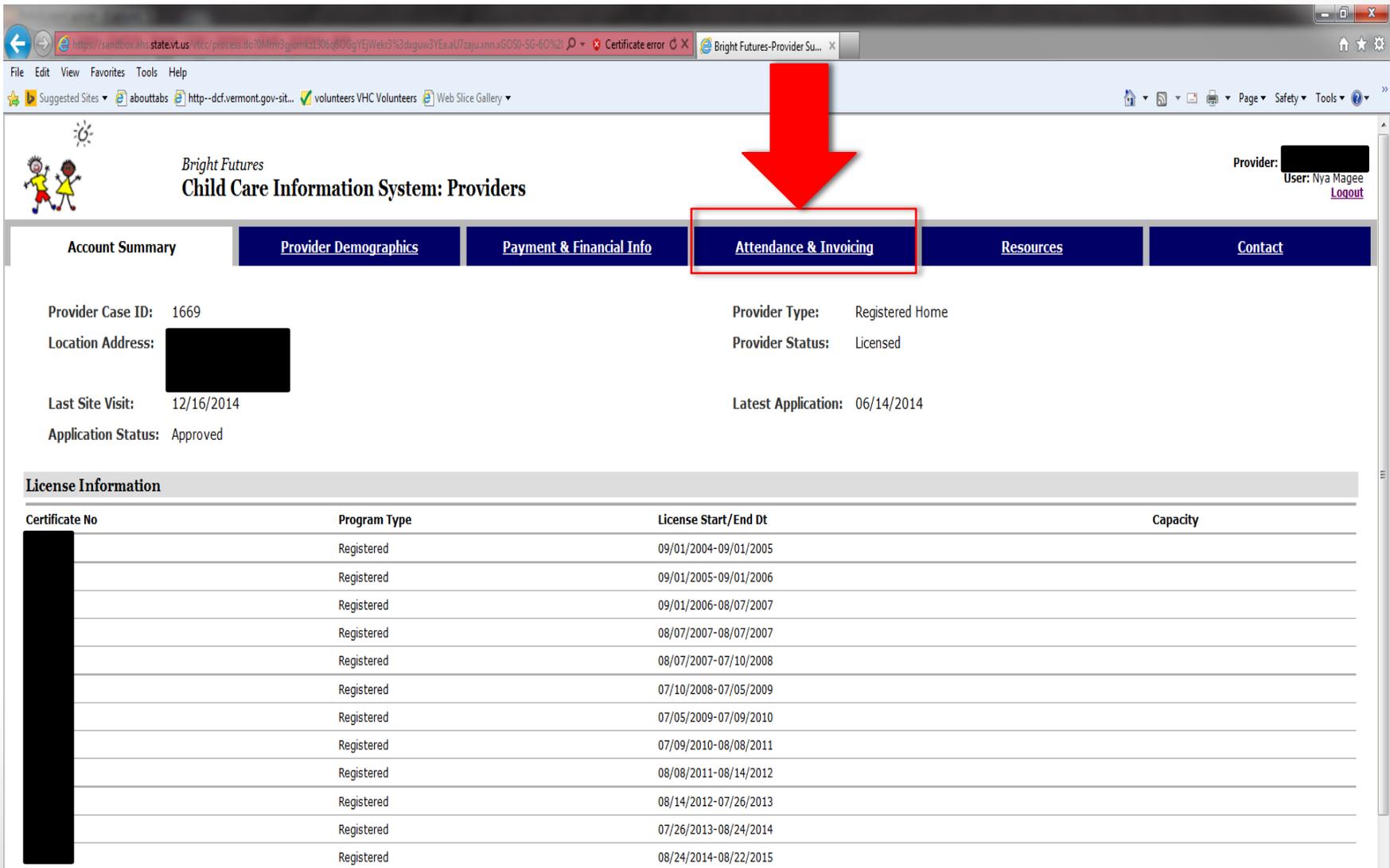
Password:

Submit

Forgot username? [Click Here](#) Forgot password? [Click Here](#)

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Click the Attendance & Invoicing tab at the top of the page.



The screenshot shows a web browser window with the URL <https://sandbox.ahs.state.vt.us/vtcc/process.do?MMm3gumkz1306q806gY5jWekr3%3drguw3YEa.aU7zaju.xm.xGOS0-SG-60%21>. The page title is "Bright Futures Child Care Information System: Providers". The navigation menu includes "Account Summary", "Provider Demographics", "Payment & Financial Info", "Attendance & Invoicing" (highlighted with a red box and a red arrow), "Resources", and "Contact".

Provider Case ID: 1669
Location Address: [REDACTED]
Last Site Visit: 12/16/2014
Application Status: Approved

Provider Type: Registered Home
Provider Status: Licensed
Latest Application: 06/14/2014

Provider: [REDACTED]
User: Nya Magee
[Logout](#)

License Information

Certificate No	Program Type	License Start/End Dt	Capacity
[REDACTED]	Registered	09/01/2004-09/01/2005	
[REDACTED]	Registered	09/01/2005-09/01/2006	
[REDACTED]	Registered	09/01/2006-08/07/2007	
[REDACTED]	Registered	08/07/2007-08/07/2007	
[REDACTED]	Registered	08/07/2007-07/10/2008	
[REDACTED]	Registered	07/10/2008-07/05/2009	
[REDACTED]	Registered	07/05/2009-07/09/2010	
[REDACTED]	Registered	07/09/2010-08/08/2011	
[REDACTED]	Registered	08/08/2011-08/14/2012	
[REDACTED]	Registered	08/14/2012-07/26/2013	
[REDACTED]	Registered	07/26/2013-08/24/2014	
[REDACTED]	Registered	08/24/2014-08/22/2015	

Under Submit Invoice choose the service period you want to submit an adjustment for, then click Go.

Bright Futures
Child Care Information System: Providers

Provider: [Redacted]
User: Nya Magee
[Logout](#)

Account Summary | **Provider Demographics** | **Payment & Financial Info** | **Attendance & Invoicing** | **Resources** | **Contact**

? Attendance/Invoicing

Submit Invoice

To submit an original or adjustment invoice, select the service period below and click "Go!"

Submit Invoice: - Please Select -

- Please Select -
- 03/08/2015 - 03/21/2015
- 02/22/2015 - 03/07/2015
- 02/08/2015 - 02/21/2015
- 01/25/2015 - 02/07/2015
- 01/11/2015 - 01/24/2015 Adjust**
- 12/28/2014 - 01/10/2015 Adjust
- 12/14/2014 - 12/27/2014 Adjust
- 11/30/2014 - 12/13/2014 Adjust

View Invoices

Enter the information for the invoice(s) you wish to find below.

Invoice No.:
Invoice Type:
Invoice Status:
Service Period From: mm dd year
Service Period To: mm dd year

Displaying last 5 invoices: Page: 1 of 48 [next>](#)

Invoice No.	Service Period	Date Created	Type	Base Rate	Status	Date Paid
569723	01/11/2015 - 01/24/2015	01/23/2015	Attendance	\$353.82	Processed	
568377	12/28/2014 - 01/10/2015	01/12/2015	Attendance	\$404.26	Paid	01/17/2015
566340	12/14/2014 - 12/27/2014	12/26/2014	Attendance	\$353.82	Paid	01/03/2015
565018	11/30/2014 - 12/13/2014	12/15/2014	Attendance	\$286.63	Paid	12/20/2014

Click Submit Adjustment.

Bright Futures
Child Care Information System: Providers

Provider: [Redacted]
User: Nya Magee
[Logout](#)

[Account Summary](#) | [Provider Demographics](#) | [Payment & Financial Info](#) | [Attendance & Invoicing](#) | [Resources](#) | [Contact](#)

? **Submit Adjustment Invoice: Service Period 01/11/2015 to 01/24/2015**

Below are the invoices that have been submitted for this service period. To create an adjustment invoice, click "Submit Adjustment" below.

Sort by: Invoice No.

Displaying 1-1 of 1 Items

Invoice No.	Service Period	Date Created	Type	Base Rate	Status	Date Paid
569723	01/11/2015 - 01/24/2015	01/23/2015	Attendance	\$353.82	Processed	

Select the box next to the child or children you need to do adjustments for, then click Continue.

Submit Adjustment Invoice: Service Period 01/11/2015 to 01/24/2015
Select below the children/certificates for which you wish to make an attendance adjustment.

Displaying 1-3 of 3 Items

Select	Child Name	Cert. No.	DOB
<input checked="" type="checkbox"/>	[REDACTED]	438168	09/30/2008
<input type="checkbox"/>	[REDACTED]	458603	08/22/2006
<input type="checkbox"/>	[REDACTED]	462888	01/24/2011

Cancel

Enter in the total hours a day you watched each child.
When complete click Submit Attendance.

Bright Futures
Child Care Information System: Providers

Provider: [Redacted]
User: Nya Magee
[Logout](#)

[Account Summary](#) | [Provider Demographics](#) | [Payment & Financial Info](#) | **Attendance & Invoicing** | [Resources](#) | [Contact](#)

? Submit Adjustment Invoice: Service Period 01/11/2015 to 01/24/2015
Displaying 1-2 of 2 Items

Child Name	Parent	Elig Exp	Cert #	Cert Hrs	FT/PT	Week	S	M	T	W	T	F	S
[Redacted]	[Redacted]	03/21/2015	438168	25/Week	Yes	01/11-01/17: 01/18-01/24:	<input type="text"/>	8	8	8	8	8	<input type="text"/>

Notes:

Submit Attendance ←

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Review the hours you submitted to make sure they are accurate. If they are check the box below and then click Submit Attendance.

Bright Futures
Child Care Information System: Providers

Provider: [Redacted]
User: Nya Magee
[Logout](#)

Account Summary | **Provider Demographics** | **Payment & Financial Info** | **Attendance & Invoicing** | **Resources** | **Contact**

? Submit Invoice: Service Period 01/11/2015 to 01/24/2015

Child Name	Elig Exp	Cert #	Cert Hrs	Week of 01/11-01/17							Week of 01/18-01/24						
				S	M	T	W	T	F	S	S	M	T	W	T	F	S
[Redacted]	03/21/2015	438168	25/Week	8	8	8	8	8	8	8	8	8	8	8	8		

Notes:

Provider Certification

- Filing a false claim to a state agency is a criminal act. The crime is a felony under 33 V.S.A. §143, §141, with a maximum penalty of up to 10 years in prison or a fine up to \$1,000 or twice the amount wrongfully obtained. The crime is also a felony under 13 V.S.A. §3016 with a maximum penalty of 5 years in prison or a fine of up to \$10,000, or both.
- DCF may also take action against your child care license, registration, or Legally Exempt certificate if providing false information is substantiated.

Indicate below your understanding of the provider certification before submitting the attendance information.

The information I entered on this form is true, accurate, and complete.

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You will know your adjustment has successfully been submitted if you receive an invoice number.

The screenshot shows a web browser window with the URL <https://sandbox.ahs.state.vt.us/vtcc/process.do?0Mmi32f5x2Pb.2f5x2Pb.29%256UhgODFGgumkz1306q6OGgYEjWekr3%3drguw3YEa.aU7zaju>. The browser's address bar shows a "Certificate error" warning. The page title is "Bright Futures-Submit Invoi...". The browser's address bar shows several tabs, including "Suggested Sites", "abouttabs", "http--dcf.vermont.gov-sit...", "volunteers VHC Volunteers", and "Web Slice Gallery".

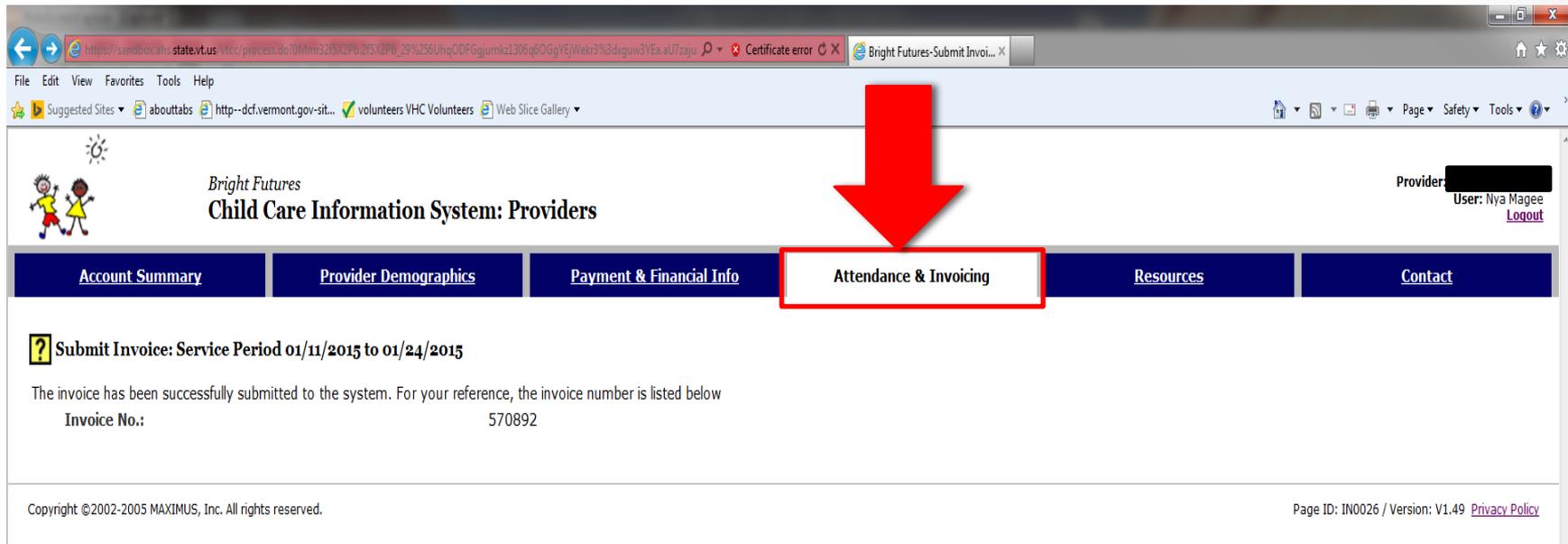
The page content includes the "Bright Futures Child Care Information System: Providers" logo and navigation menu. The navigation menu has the following items: "Account Summary", "Provider Demographics", "Payment & Financial Info", "Attendance & Invoicing", "Resources", and "Contact".

The main content area displays a notification box with a red border, containing the following text:

? Submit Invoice: Service Period 01/11/2015 to 01/24/2015
The invoice has been successfully submitted to the system. For your reference, the invoice number is listed below
Invoice No.: 570892

The footer of the page contains the text: "Copyright ©2002-2005 MAXIMUS, Inc. All rights reserved." and "Page ID: IN0026 / Version: V1.49 [Privacy Policy](#)".

Click the Attendance & Invoicing tab at the top of the page to view invoice details.



The screenshot shows a web browser window displaying the Bright Futures Child Care Information System: Providers interface. The browser's address bar shows a URL starting with "https://sandbox.ahs.state.vt.us". The page title is "Bright Futures Child Care Information System: Providers". The navigation menu at the top includes tabs for "Account Summary", "Provider Demographics", "Payment & Financial Info", "Attendance & Invoicing", "Resources", and "Contact". The "Attendance & Invoicing" tab is highlighted with a red box and a large red arrow pointing down to it. Below the navigation menu, there is a section titled "Submit Invoice: Service Period 01/11/2015 to 01/24/2015" with a question mark icon. Below this, a message states: "The invoice has been successfully submitted to the system. For your reference, the invoice number is listed below". The invoice number is displayed as "Invoice No.: 570892". In the top right corner, the user is identified as "User: Nya Magee" with a "Logout" link. The footer contains the copyright notice "Copyright ©2002-2005 MAXIMUS, Inc. All rights reserved." and the page information "Page ID: IN0026 / Version: V1.49 Privacy Policy".

Scroll to the bottom of the page and you will see your recently submitted invoice. To view a complete breakdown click the invoice number.

Bright Futures
Child Care Information System: Providers

Provider: [Redacted]
User: Nya Magee
[Logout](#)

[Account Summary](#) | [Provider Demographics](#) | [Payment & Financial Info](#) | **Attendance & Invoicing** | [Resources](#) | [Contact](#)

? Attendance/Invoicing

Submit Invoice

To submit an original or adjustment invoice, select the service period below and click "Go!"

Submit Invoice:

View Invoices

Enter the information for the invoice(s) you wish to find below.

Invoice No.:

Invoice Type:

Invoice Status:

Service Period From: mm dd year

Service Period To: mm dd year

Showing last 5 invoices:

Page: 1 of 49 [next>](#)

Invoice No.	Service Period	Date Created	Type	Base Rate	Status	Date Paid
570892	01/11/2015 - 01/24/2015	01/30/2015	Attendance-Adj	\$230.68	Submitted	
569723	01/11/2015 - 01/24/2015	01/23/2015	Attendance	\$353.82	Processed	
568377	12/28/2014 - 01/10/2015	01/12/2015	Attendance	\$404.26	Paid	01/17/2015
566340	12/14/2014 - 12/27/2014	12/26/2014	Attendance	\$353.82	Paid	01/03/2015

This page is the complete breakdown of payment. See the next page for a detailed explanation.

Bright Futures
Child Care Information System: Providers

Provider: [Redacted]
User: Nya Magee
[Logout](#)

[Account Summary](#) | [Provider Demographics](#) | [Payment & Financial Info](#) | [Attendance & Invoicing](#) | [Resources](#) | [Contact](#)

View Details - Invoice No.570892

Service Period: 01/11/2015 - 01/24/2015
 Invoice Created: 01/30/2015
 Invoice Created By: Magee, Nya
 Roster Received: 01/30/2015
 Invoice Type: Attendance-Adj
 Invoice Status: Submitted
 Date Paid:
 Invoice Description:
 Invoice Amount: \$230.68
 Net Amount: \$0.00

Summary of Child Attendance Items [\[View Attendance\]](#)

Displaying 1-2 of 2 Items

Child Name	Cert. No.	Service Period	Status	Base Rate	Quality Factor	Specialized Services	Copy	Adj	Net Amount
[Redacted]	438168	01/11/2015 - 01/24/2015	Submitted	\$97.99	\$9.80	\$7.55	\$0.00	\$0.00	\$115.34
[Redacted]	438168	01/11/2015 - 01/24/2015	Submitted	\$97.99	\$9.80	\$7.55	\$0.00	\$0.00	\$115.34

Invoice Details

Heading	Description
Base Rate	Amount paid by CDD based upon the client's subsidy percentage.
Quality Factor	Amount paid based on provider's STARS.
Total State Rate	Base rate plus STARS.
Specialized Services	If child qualifies for specialized services, invoice will show the additional payment.
Unsubsidized Amount	The co-payment amount assessed to the family based upon their subsidy percentage and provider's rates.
Adjustment	If any adjustments have been made to the attendance record, that amount is shown here.
Net Amount	Amount paid by the State, to the provider, on behalf of the parent.
Status	The current status of the payment to the provider is posted here.

Attendance Codes

(For Registered Providers and Licensed Programs Only)

Provider's may use codes for times when a child is absent from the child care program. Approved codes are listed below.

Code	Reason To Use Code
P: Provider Closed Day	Use this code when you are closed on normal days of operation. To receive payment on state or federal holidays you must enter a "P". Do not use this code for weekends if you do not normally provide care on the weekends. <u>Providers are granted 15 provider closed days a fiscal year.</u> Payment will be deducted from your invoice for any additional "P" days taken beyond your 15 allocated days.
S: Sick Child	Use this code when children are absent due to illness. Parent must verify that the child is on sick leave.
V: Child Vacation	Use this code when children are absent due to vacation. <u>Children are allowed 10 vacation days a fiscal year.</u> Parent/guardian must verify that child is on vacation.
H: Hold Placement	To hold an opening for a child with an "H" code, you need to contact your local community agency for approval.
N: No Notice	To use an "N" code when a child has stopped attending, you need to contact your local community agency for approval. If approved, the "N" code can only be used for one week.

*Fiscal Year runs from July 1st to June 30th.

Important Things To Keep In Mind

- If you do not see a child listed on your attendance sheet, please contact your local Community Agency.
- When entering attendance only use whole numbers. Do not use decimals (3.5) or ranges (7:30-4:30).
- *(LECC Providers)* - If a child was absent leave the box blank.
- *(Registered and Licensed Providers)* – If a child was absent with no reason given for absence and was scheduled to be at the program contact your Community Agency for advice on what to put down on your attendance sheet.

Common Error Messages and What To Do

- “Invoice submitted twice”
 - You will need to click the Attendance & Invoicing tab and resubmit the attendance. Your information should be saved.
- “Please enter a valid attendance absent reason code for child ID: on _____ for the service week starting on __/__/____ (request id=1422464743011_0)”
 - You will need to review your attendance and make sure that all the numbers are on the left side of the boxes, and that there are not spaces before or after them. Also make sure you are using the correct Attendance Codes which can be found on the previous slide. If you still have trouble you may have to delete and reenter the hours.

Common Error Messages and What To Do (Continued)

- “Missing provider rate agreement”
 - You will need to complete a new Provider Rate Agreement form and send it back to us. You can find the form at the link below:
[http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/care/fap/Financial Agreement Part 1.pdf](http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/care/fap/Financial%20Agreement%20Part%201.pdf)
- (LECC Providers) - “Total service hours exceeded authorized hours per week. Please enter valid attendance hours for child ID _____ for the service week starting on __/__/____. Authorized hours per week: __; total service hours entered: __ (request id=1422465201059_0)”
 - You can only enter in the exact hours you are authorized each week. You will need to adjust your attendance when entering in the system, but please keep accurate paper records.

Contact Information

Child Development Division
Department for Children and Families
103 South Main Street
Waterbury, VT 05671-5500
1-800-649-2642

Community Child Care Support Agencies:
<http://dcf.vermont.gov/cdd/cccsa>

Thank you for reading!

