

# ON MY WAY PRE-K PROVIDER PORTAL

## Technical Assistance Webinar



# EXCITING NEW SOFTWARE FOR ON MY WAY PRE-K PROVIDERS!



**NO MORE GUESSING  
GAMES!!**

- We are excited to announce the launch of the newest enhancement available to On My Way Pre-K providers!
- We are taking what we've learned from the early launch cohort to make your job easier!
- This process will allow providers to see the children who have completed grants and chosen YOU as their provider for their On My Way Pre-K grant.

# INDIANA PRE-K INFORMATION SYSTEM - IPKIS

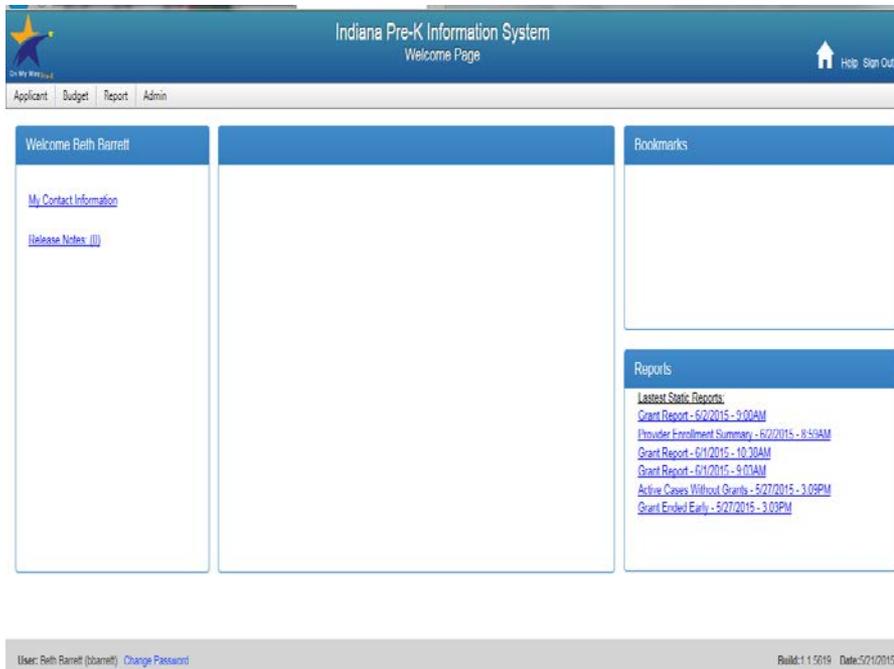
This is the system used by:

- parents to complete online lottery applications

- intake agents to verify eligibility and create grants

- OECOSL to monitor enrollment and pay claims

- and now YOU to monitor the children enrolled in your program with completed grants!



# COMPLETED GRANTS

**State Of Indiana On My Way Pre-K Grant**  
Family and Social Services Administration  
for the period 12/15/2014 through 8/14/2015  
THIS IS A GRANT FOR PRE-K SERVICES

<b>Parent/Guardian:</b> Hurt, Chad 123 Location Indpls IN 46404  County: Lake	<b>Program:</b> After School Program 7147 Kenny Ave Hammond IN 46323 County: Lake Phone: (219)937-7373
<b>Child:</b> Hurt, Arthur Date Of Birth: 1/1/2010	<b>Mailing Address:</b> 505 W. 56th Ave Merrillville IN 46410
<b>Case Number:</b> 10091-1	<b>Type:</b> Public School
<b>Intake Agency:</b> Geminus Corp./NWI CCDF Program Phone Number: (888) 757-1957	

<b>Grant Info</b>	
Rate Type: Type B-1	1st Semester Installment: \$0.00
Hours/Week: 20.00	2nd Semester Installment: \$1949.40
Weeks/Year: 32	Summer Installment: \$615.60
Hours/Year: 640.0000	Total Grant Amount: \$2565.00

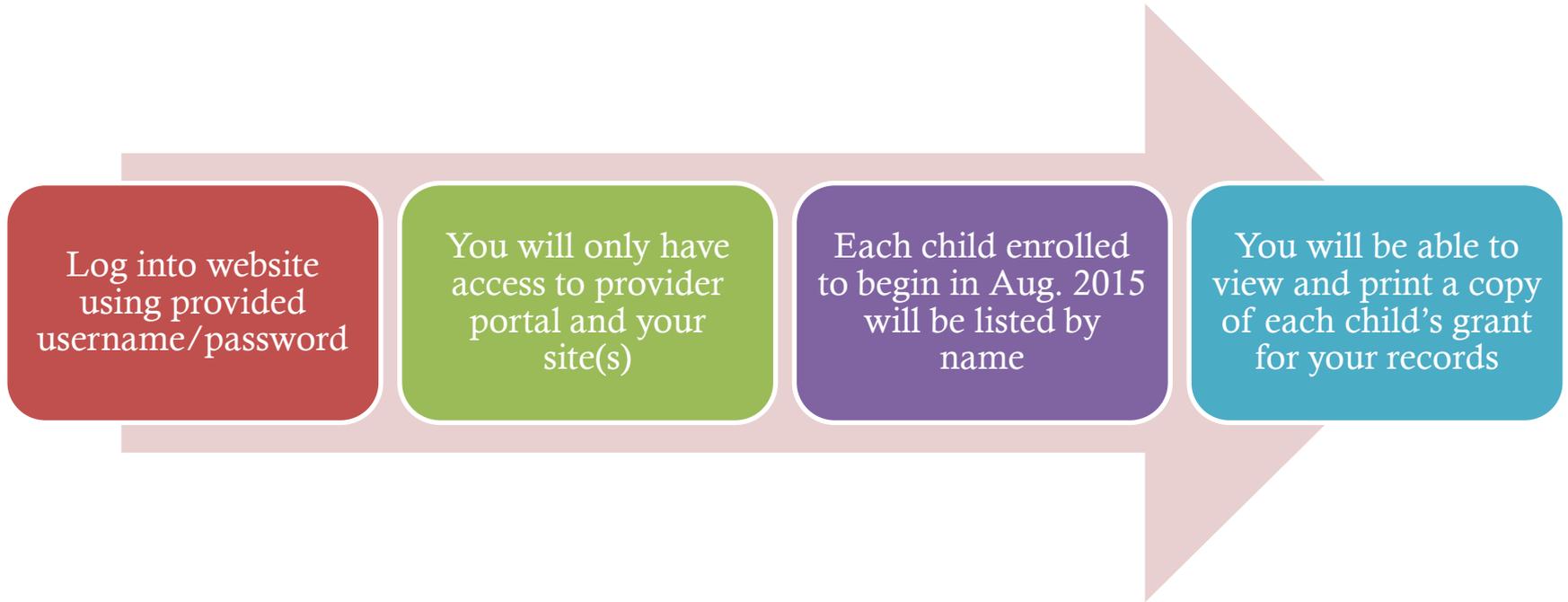
**Signature:** *Melanie Briggs* **Date:** 12/18/2014  
Director, Office Of Early Childhood And Out of School Learning

When a family completes the enrollment process with their local intake agent, a completed GRANT is generated.

This grant has identifying information for the child and your program so the information must be sent securely.

This new portal will allow you to log on using a username and password and view a list of children for your site and print their grants.

# THE PROCESS



Let us walk you through the steps!

# LOG IN SCREEN

- Users will be assigned a login ID and password with access to their provider site(s).
- Username and password are case sensitive.



Please sign in

User Name

Password

Sign In

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being received, communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

# DASHBOARD

- Upon login user will be redirected to the Portal Dashboard/Main Menu

The screenshot displays the Indiana PreK Provider Portal System dashboard. At the top, the header includes the "On My Way PreK" logo, the system name "Indiana PreK Provider Portal System" with the tagline "Christie's Love Bugs", and a dropdown menu for the provider "Christie's Love Bugs". A "Sign Out" button is located in the top right corner. Below the header, the dashboard is organized into several sections:

- Welcome Provider Test:** Contains links for "My Contact Information" and "Release Notes: (0)".
- News/Alerts:** Features a "Provider Alerts" link and a "System News" link.
- Bookmarks:** Lists "CCDF Payment Info" and "On My Way Pre-K".
- Reports:** Titled "Lastest Static Reports", it lists several "PreK Grant Report" entries with their respective dates and times, such as "PreK Grant Report - 6/10/2015 - 11:51AM".

At the bottom of the page, a footer bar shows the user information "User: Provider Test (ProviderTest)" with a "Change Password" link, and the system version "Build:1.0.0" and date "Date:6/10/2015".

# PARENT FACILITY

- Your facility will be listed in the Provider dropdown in the upper right corner of the dashboard.
- Parent Organizations who have been granted access to multiple facilities via their login will see multiple facilities in the dropdown.
- Selecting a facility from the dropdown will refresh provider queue and status bar with information for the facility selected.



The screenshot displays the Indiana PreK Provider Portal System interface. At the top, the header includes the logo for 'On My Way Pre-K' and the text 'Indiana PreK Provider Portal System' and 'Christie's Love Bugs'. A 'Provider:' dropdown menu is open, showing 'Christie's Love Bugs' as the selected option, with a list of other facilities including 'Christie's Love Bugs' and 'Funshine Children's Center'. A red arrow points to the dropdown menu. Below the header, the dashboard is divided into three main sections: 'Welcome Provider Test' with links for 'My Contact Information' and 'Release Notes: (0)'; 'News/Alerts' with a link for 'Provider Alerts'; and 'Bookmarks' with links for 'CCDF Payment Info' and 'On My Way Pre-K'.

# BOOKMARKS

- Hyperlinks to both the provider payment site (EPPIC) and PreK Information Site have been added to the bookmarks section of the dashboard.
- Clicking on the text next to the icon will redirect user to the specified website.
- Additional sites can be added to the bookmark section of the user dashboard through the My Contact Information link.

The screenshot displays the Indiana PreK Provider Portal System interface for Warren Early Childhood Center. The header includes the logo, the system name, the provider name, and a 'Sign Out' button. The main content area is divided into three sections: 'Welcome Provider Test', 'News/Alerts', and 'Bookmarks'. The 'Bookmarks' section is circled in red and contains two entries: 'CCDF Payment Info' with an 'ISV' icon and 'On My Way Pre-K' with the 'On My Way Pre-K' logo. A red arrow points to the 'My Contact Information' link in the 'Welcome Provider Test' section.

# PROVIDER QUEUE

- Selecting Active Children from the Provider dropdown on the upper left corner of the dashboard will redirect user to the Provider Queue, where child records will be displayed.

The screenshot shows the Indiana PreK Provider Portal System interface for Funshine Children's Center. The top navigation bar includes the logo, the system name, the provider name, and a 'Sign Out' button. Below the navigation bar, there is a 'Provider' dropdown menu with 'Active Children' selected and highlighted by a red arrow. The main content area is divided into three columns: 'Welcome Provider' with links for 'My Contact Information' and 'Release Notes (0)'; 'News/Alerts' with links for 'Provider Alerts' and 'System News'; and 'Bookmarks' with links for 'CCDF Payment Info' and 'On My Way Pre-K'. A 'Reports' section at the bottom right lists several 'PreK Grant Report' entries with their respective dates and times.

# PROVIDER QUEUE

- Status Bar will display along top of screen with provider information for the facility selected from the Provider dropdown on the Dashboard.
- Individual child records will be displayed in the grid below for all children with grants assigned to your facility for the current school year.
- Selecting  **View Grant** will generate a PDF of the grant for that child.



Indiana PreK Provider Portal System  
Funshine Children's Center

Provider:

[Home](#) [Sign Out](#)

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**Provider Name:** Funshine Children's Center      **Type:** Licensed Center      **Address:** 3535 West 96th Street  
**License #:** 125541      **PTQ:** 3      **City/State:** Indianapolis IN  
**Email Address:** funshinforkids@sbcglobal.net      **Phone #:** (317)872-7755      **County:** Marion

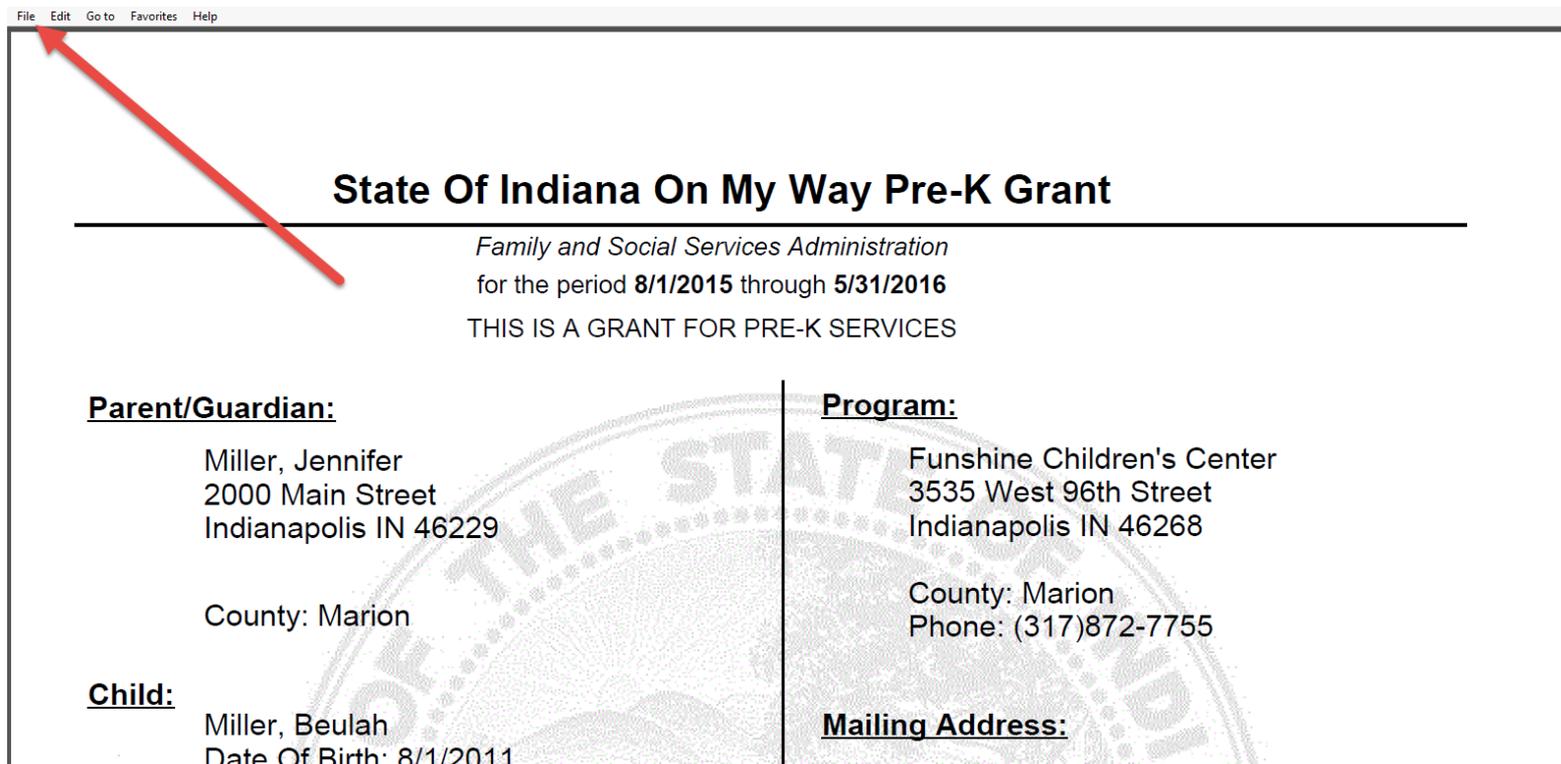
Click print from the results below to open/print the Grant

Search Results (4)

	Case Number	Child	Program	Program Type	Date Of Birth	School Year	Hours/Week	Weeks/Year	Provider Rate	Reimbursement Rate	Child Status
 <b>View Grant</b>	10623-1	Beulah Miller	OMW	Type A	8/1/2011	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant
 <b>View Grant</b>	11320-3	Courtney Mason	OMW	Type A	8/1/2011	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant
 <b>View Grant</b>	11320-2	Dorothy Monsoon	OMW	Type A	8/1/2011	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant
 <b>View Grant</b>	34947-1	Emmett Mitchell	Indy PSP	Type A	8/31/2010	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant

# VIEW/PRINT GRANT

- Grant can be printed and/or saved using the file bar at top of screen.



File Edit Go to Favorites Help

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## State Of Indiana On My Way Pre-K Grant

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*Family and Social Services Administration*  
for the period **8/1/2015** through **5/31/2016**  
THIS IS A GRANT FOR PRE-K SERVICES

<b><u>Parent/Guardian:</u></b> Miller, Jennifer 2000 Main Street Indianapolis IN 46229  County: Marion	<b><u>Program:</u></b> Funshine Children's Center 3535 West 96th Street Indianapolis IN 46268  County: Marion Phone: (317)872-7755
<b><u>Child:</u></b> Miller, Beulah Date Of Birth: 8/1/2011	<b><u>Mailing Address:</u></b>

# PROVIDER QUEUE DETAIL

Each child record in the queue will display the following:

- **Case Number** – unique identifier assigned to application in IPKIS and used by Intake
- **Program Type** – indicates whether child is receiving funding through On My Way Prek (OMW) or Indy Preschool Scholarship Program (Indy PSP)
- **Hours/Week, Weeks/Year, and Provider Rate** – entered by Intake into IPKIS (should match Provider Information page submitted for that child)
- **Reimbursement Rate** – the lesser of either Provider Rate as entered on Provider Information page or Maximum Reimbursement rate as determined by Hours/Year offered
- **Child Status** – refers to child's grant status in IPKIS (pending, active, or inactive)

Case Number	Child	Program	Program Type	Date Of Birth	School Year	Hours/Week	Weeks/Year	Provider Rate	Reimbursement Rate	Child Status
10623-1	Beulah Miller	OMW	Type A	8/1/2011	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant
11320-3	Courtney Mason	OMW	Type A	8/1/2011	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant
11322-2	Dorothy Monsoon	OMW	Type A	8/1/2011	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant
34947-1	Emmett Mitchell	Indy PSP	Type A	8/31/2010	2015 - 2016	40.00	40	\$6,800.00	\$6,800.00	Active Participant

# AUTOMATED EMAILS

- Automated emails will be generated daily notifying providers of grants which have been activated in IPKIS and assigned to their facility.

A grant has been activated for the following case(s):

- 34947-1

Please log into the following website to review and print the active grants: [Click Here](#)

If you have any questions or concerns please contact Beth Barrett at (317) 234-8882 or [Beth.Barrett@fssa.IN.gov](mailto:Beth.Barrett@fssa.IN.gov)

# AUTOMATED EMAILS CONT.

- Separate emails will be sent for each program: OMW and Indy PSP
- Case numbers for all newly activated grants will be listed.
- Provider may then log in to the portal and view/print individual grants in the Active Children queue.

A grant has been activated for the following case(s):

- 34947-1

Please log into the following website to review and print the active grants: [Click Here](#)

If you have any questions or concerns please contact Beth Barrett at (317) 234-8882  or [Beth.Barrett@fssa.IN.gov](mailto:Beth.Barrett@fssa.IN.gov)

# WHAT ADDITIONAL QUESTIONS DO YOU HAVE??



# CONTACTS:



Sophie Simmons:

[Sophie.Simmons@e-tcc.com](mailto:Sophie.Simmons@e-tcc.com)

1-800-943-1530ext 8055

Beth Barrett:

[Beth.Barrett@fssa.in.gov](mailto:Beth.Barrett@fssa.in.gov)

Phone: 317-234-8882

Fax: 317-237-6905

Website:

<http://www.in.gov/fssa/carefinder/4899.htm>

