

# Managing Enrollments in the **Provider Portal**

#### **Overview**

This Quick Reference Guide illustrates for Child Care Providers an overview on managing enrollments within the Provider's Portal.

### **Audience**

Child Care Providers participating in the Certificate Program and all other Child Care Providers using the Time and Attendance system.

# Accessing the Enrollment Summary Page

Bear, Barry

To access the Enrollment Summary screen from the dashboard click Child Enrollments.





**Enrollment End Date** 

Schedule (Full-Time or Part-Time)

Program (Certificate Program or Private

**Enrollment Status** 

The Enrollment Summary screen displays key enrollment details of all the children at a Provider facility:

- Child Name
- Age
- Gender
- Eligibility Start Date
- Eligibility End Date
- Enrollment Start Date

If your facility participates in the Certificate Program, the first time you log into your Provider Portal, you will see a list of children in your care that are a part of the Certificate Program.

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## Add a Private Pay Child

Children who are not part of the Certificate Program will need to be added to the facility's enrollments manually through the system using the **Add Private Pay Child** function.

To add a Private Pay Child to the system:

1. On the Enrollment Summary screen, select Add Private Pay Child.

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Enrollments													
Attendance		All > Enrollment Status = Enro	olled								Г		
											A	Add Privat	e Pay Child
EAV		Child Name	Age	Gender	Eligibility Start Date	Eligibility End Date	Enrollment Start Date	Enrollment End Date	Enrollment Status	Schedule		Program	
		Adams, Jack	13 mos	М			09/17/2021	07/01/2022	Enrolled	PT		Private Pay	, I
Payments		Austin, Sally Sue	20 mos	F			10/07/2021	03/25/2022	Enrolled	FT		Private Pay	,
		Barker, Allison	3 yrs	F			10/05/2021	07/01/2022	Enrolled	FT		Private Pay	( )
		<u>Bear, Barry</u>	29 mos	м			09/28/2021	06/30/2022	Enrolled	FT		Private Pay	/



- 2. Enter all the necessary information on the Add Private-Pay Child pop-up window.
- 3. Click **SAVE**.

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TENNESSEE KIDS CARE- MEMPHIS	Enrollment Sumr	narv	ADD PRIVATE PAY CHILD					
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e eav	Child Name	Age	Gender	*Schedule	Enrollment End Date	Enrollment Status	Schedule	Program
	Adams, Jack	13 mos	None	- None v	07/01/2022	Enrolled	PT	Private Pay
Payments	Austin, Sally Sue	20 2	*Enrollment Start Date	Enrollment End Date	03/25/2022	Enrolled	FT	Private Pay
	Barker, Allison	3 yr.	12/06/2021		07/01/2022	Enrolled	FT	Private Pay
	Bear, Barry	29 mos	Enrollment Status	Certificate Program/Private Pay	06/30/2022	Enrolled	FT	Private Pay
	Cole, Jim	23 mos	Enrolled	Private Pay v	07/01/2022	Enrolled	FT	Private Pay
	<u>Coleman, Jesse</u>	3 yrs	Parent / Guardian 1 Hrst Name	Parent / Guardian 2 Hirst Name	07/01/2022	Enrolled	FT	Private Pay
	Cox, Marie	33 mos	• Parent / Guardian 1 Last Name	Parent / Guardian 2 Last Name	07/01/2022	Enrolled	FT	Private Pay
	Davis, Anna	16 mos	Dense 10 on first Dense		07/01/2022	Enrolled	FT	Private Pay
	Giraffe, Genevive	21 mos	* Parent / Guardian 1 Email	Parent / Guardian 2 Email	01/01/2022	Enrolled	FT	Private Pay
	Gum, Sammy	13 mos			06/24/2022	Enrolled	FT	Private Pay
	Hall, Bonnie	10 mos		CANCEL SAVE	2022	Enrolled	PT	Private Pay
	Mitchell, Douglas	13 mos			.1/2022	Enrolled	FT	Private Pay
Note: Question	ns with an * a	are ma	ndatory.					

## Add/Remove an Authorized Parent/Guardian/Individual

For an additional parent, guardian, or authorized individual to access and use the Customer Mobile Application, they will first need to be listed as an authorized parent, guardian, or individual within the Provider Portal.

To add an authorized parent, guardian, or individual:

1. To access the **Authorized Parents/Guardians** screen from the dashboard, click **Authorized Parents/Guardians** .





2. Select the Add Authorized Parent/Guardian hyperlink.

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	Authorized Parents/Guardians										
						Add Authorized Pare	ent/Guardian				
	Associated Child 🔺	First Name	Last Name	Start Date	End Date	Status					
	Austin, Sally Sue	Steven	Austin	10/07/2021		Authorized	Edit				
	Barker, Allison	Haley	Barker	10/05/2021		Authorized	Edit				
	Bear, Barry	Betsy	Bear	09/28/2021		Authorized	Edit				
	Cole, Jim	Harry	Cole	10/05/2021		Authorized	Edit				
	Giraffe, Genevive	Hilda	Нірро	09/28/2021		Authorized	Edit				
	Hall, Bonnie	Jim	Hall	09/18/2021		Authorized	Edit				
	Reed, john	Patrick	Reed	10/05/2021		Authorized	Edit				
	Sadiq, Rafael	Linda	Sadiq	09/17/2021		Authorized	Edit				
	< > Rows 1 - 8 of 8										

- 3. Click the dropdown arrow in the **Associated Child** field and select the child whom you wish to add an authorized parent, guardian, or individual. The child's **Enrollment ID** will automatically be filled into the table by the system. The **Start Date** and **End Date** fields will be edited once the information is saved.
- 4. Add the authorized parent, guardian, or individual's first name, last name, and email in their respectives fields. Then, click **Save**.

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Human Services	Add Authorized Parent/Guardian	×		
	Authorized Parent Kuzzelize			
Authorized			arent/Guardian	
3	*Associated Child	Enrollment ID		
	*First Name	*Email	Edit	
Ba			Edit	
8	*Last Name	Status Authorized	Edit	
	Start Date	End Date	4	
Girz				
			Edit	
		SAVE	Edit	
			EOIL	
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5. The authorized parent, guardian, or individual will now be displayed in the **Authorized Parents/Guardians** table.

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	Authorized Parents/Guardians										
						Add Authorized Parent	t/Guardian				
	Associated Child 🔺	First Name	Last Name	Start Date	End Date	Status					
5	Adams, Jack	Jessica	Nix	12/07/2021		Authorized	Edit				
		<b>.</b> .									



To remove an authorized parent, guardian, or individual:

1. In the **Authorized Parents/Guardians** screen, select the **Edit** icon of the authorized parent, guardian, or individual you wish to remove.

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	Authorized Parents/Guardians													
						Add Authorized Pare	nt/Guardian							
	Associated Child 🔺	First Name	Last Name	Start Date	End Date	Status								
	Adams, Jack	Jessica	Nix	12/07/2021		Authorized	<u>Edit</u>							
-	Austin, Sally Sue	Bethany	Adams	12/07/2021		Authorized	<u>Edit</u>							
-	Austin, Sally Sue	Steven	Austin	10/07/2021		Authorized	<u>Edit</u>	1						
	Barker, Allison	Haley	Barker	10/05/2021		Authorized	<u>Edit</u>							

- 2. In the **Edit Authorized Parent/Guardian** window that appears, select the dropdown listed under **Status** and change the status from **Authorized** to **Deactivated**. This individual will no longer be able to use their Mobile App to check in or check out the child listed.
- 3. Then, click Save.

	Edit Authorized Parent/Guardian		Home FAQ's
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Authorized P	Authorized Parent/Guardian		arent/Guardian
Associa	Child Name Austin, Selly Sue	* Enrollment ID EPP10000202	
Ada	First Name	Last Name	Edit
Austi	Steven Ernail	Status	Edit
Bark	staustin@xyz.com	Authorized *	Edit
Bei	10/07/2021	Authorized	Edit
Giaff		SAVE	Edit
Hal		3	Edit

Note: Remember to review policy rules/requirements pertaining to Authorized Parents/Guardians/Individuals on the TDHS website.