



Ohio Electronic Child Care Provider Website (PWeb) User Guide

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1.0 Introduction

This user guide provides information about the features and functionality of the Ohio Electronic Child Care (ECC) Provider Website, commonly referred to as the “Ohio ECC Provider Website” or “Ohio ECC PWeb.”

The PWeb is a secure internet based application used by child care providers who are serving children in publicly funded child care. Once logged in, providers can view information specific to their program, including:

- provider profile
- child specific case and authorization
- transaction and attendance information
- payment detail

The PWeb can be accessed from any location where an internet connection is available.

1.1 About This Guide

Purpose

This document describes the processes for accessing the PWeb to view the provider profile, authorization information, and transaction information specific to the provider logged into the application. This user guide is intended as a resource manual when using the application.

Use of this Guide

The user guide does not provide step-by-step instructions for site navigation; however, it does provide detailed screen information and instructions for conducting inquiries. For additional assistance with the application, please contact the **Ohio ECC Provider Helpline at 1-888-516-4776**.

Graphics

The graphic illustrations in this guide are screen images that show whole or partial Ohio PWeb screens. The entries seen in the illustrations in this guide are not actual provider data. It is possible that the data or screens you see in the live application may vary slightly from the screen images shown in this manual. Some updates may have been completed after the time of printing of this manual. For questions on items of this nature, please also contact the **Ohio ECC Provider Helpline at 1-888-516-4776**.

1.2 About the Ohio Electronic Child Care Provider Website

The Ohio Electronic Child Care Provider Website is primarily a “see” system, which means you will be viewing data within the application as opposed to “doing” any type of data entry. There are two exceptions to that rule:

1. As a provider, you are able to record absent days for children through the PWeb.
2. Also as a provider, you are able to Void transactions on the PWeb. These can be transactions that caretakers have entered, or they can be Absent Day transactions that you have entered.

In general, you will view specific child care data and help manage attendance using the PWeb. All PWeb screens use drop-down menus and point-and-click techniques to provide you with an easy-to-use method to access and view child care transaction data. You can retrieve and view data associated with:

- Your provider profile
- The list of children you have authorizations for
- Viewing attendance and case information
- Viewing the authorization report and detailed payment information

2.0 Provider Website Basics

This section describes basic information on accessing the Ohio ECC Provider Website (PWeb), logging in to the website, and other common screen information.

2.1 Accessing the PWeb

To access the PWeb, your computer must be connected to the internet. Follow the steps below:

- Open Internet Explorer 8 (Internet Explorer 8 is the only web browser that ODJFS has recommended for use in conjunction with Ohio ECC).
- Type the PWeb address into the address box at the top of the screen: www.eccproviderweb.ohio.gov/
- Press the Enter key

The website opens at the Login Screen, which requires a valid login (User ID) and password. The User ID is the same User ID (also called CCP#) assigned by ODJFS, that you currently use to access the CCIDS Provider Portal. This number was originally mailed to you with your CCIDS Provider Portal packet.

Your initial password for the PWeb is the 5-digit zip code of your program. For security reasons, you are forced to change your password when you first log in to the PWeb. You will also have to set up two security questions in case you forget your password.

Tip: Save the PWeb address to your "Favorites" or "Bookmarks" in your browser.

2.2 Login Screen

Purpose:

This screen allows you to log in to the PWeb.

General Information:

- You are required to have a valid User ID and password to access the application and you must login every time you use the PWeb.
- Your PWeb User ID is the same User ID (also called CCP#) assigned by ODJFS, that you currently use to log in to the CCIDS Provider Portal.
- Your initial password is the 5-digit zip code of your program.
- The first time you login to the Ohio ECC PWeb, you will automatically be directed to the Password Change screen.

Follow the instructions in section 2.3 for password change.



User Actions:

1. Enter your User ID. This is the CCP #/User ID you use for the CCIDS Provider Portal.
2. Enter your password. For the initial login, this is the 5-digit zip code of your program.
3. Click the blue **Login** button.



2.3 Change Password Screen

Purpose:

This screen allows you to change your password on initial login or reset your password if you forget it.

General Information:

You will be automatically directed to this screen the first time you

access the Ohio ECC PWeb. After that, you can get to it any time by clicking Forgot Password on the Login

Screen and then entering the answer to the two security questions you set up when you first visited the Ohio ECC PWeb.

The following are the requirements when selecting a password.

Required:

- Minimum password length is eight (8) characters
- Minimum one lower case alpha character
- Minimum one number

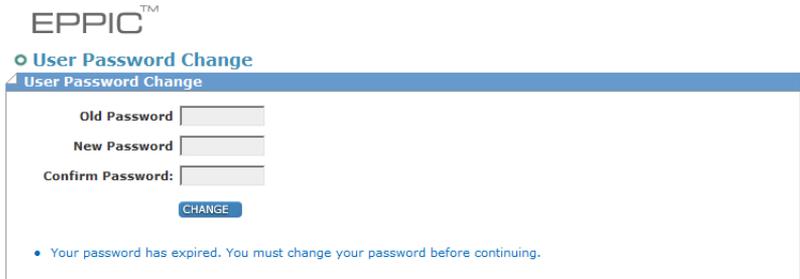
Allowed but not required:

- Upper case alpha characters
- Special characters (Ex. *, &, %)

Other constraints:

- New passwords cannot be the same as the current password or the previous twelve (12) passwords.
- You will be prompted to change your password at the time of your initial login, and then again every 30 days.
- You must have two (2) security questions and answers saved in order to use the “Forgot Password” option. The system will prompt you to complete the two security questions when you are changing your password the first time and whenever you choose the Forgot Password option.

For security reasons, if a password is entered incorrectly three (3) times in a row, the system locks the user account. If a lockout occurs, click on the **Forgot Password** link underneath the blue Login button and follow the instructions in section 2.5. If you remain locked out, contact the Ohio ECC Provider Helpline to have your password reset.



EPPIC™

o User Password Change

User Password Change

Old Password

New Password

Confirm Password:

• Your password has expired. You must change your password before continuing.

User Actions

1. Enter your current password in the “Old Password” field. (If this is your initial login, the “Old Password” is the 5-digit zip code of the program.)
2. After considering the password requirements, create a new password and enter it in the “New Password” field. Enter that same password again in the “Confirm Password” field and click on the Change button.
3. Upon pressing the Change button, if this is your initial login, you will be directed to the Security Question set up screen. Follow the instructions in section 2.4 to set up your security questions.

2.4 Security Question Screen

Purpose:

This screen assists you in setting up two security questions so you can reset your password later if you forget it.

General Information:

All information on this screen is required. You must select one of the questions from the drop down menu, answer it in the **Security Answer** box, confirm the answer in the **Confirm Security Answer** box, and click the **Save** button.

The text typed for the Security Answer and the Confirm Security Answer must match exactly (case and character). The answer to both questions cannot be the same. The text entered for the Security Answer and Confirm Security Answer show as dots rather than text for security purposes.

Ohio.gov | Ohio ECC Log-out

| Reports | Admin

USER INFO

○ User Profile

User Profile

Security Question	Security Answer	Confirm Security Answer
In what city were you born? ▾	<input type="text"/>	<input type="text"/>
What is your father's middle name? ▾	<input type="text"/>	<input type="text"/>

When logging in for the first time, you must set up your security questions immediately after changing your original password.

User Actions

1. Select a security question from the drop down menu.
2. Enter the answer in the **Security Answer** field and enter that same answer in the **Confirm Security Answer** field. You must enter the answers exactly the same.
3. Click the **Save** button when finished.

When two security questions have been saved, the system will automatically take you to the Provider Profile screen. This is your indication you have logged into the website successfully.

2.5 Forgot Password - User ID Screen

Purpose:

If you forget your password, you can enter your User ID, and answer your security question responses to set a new password.

General Information:

This screen is opened from the **Login Page** by clicking the “**Forgot Password?**” link under the blue Login button.

All information on this screen is required. You must enter your User ID and click the Submit button.

Remember: the User ID is your CCP#/User ID which was included in your CCIDS Provider Portal packet.

If you have forgotten your User ID, contact the CCIDS Help Desk at 1-877-302-2347 for assistance.

User Actions

1. Enter your User ID.
2. Click the Submit button.



The system will automatically take you to the security answer screen discussed in the next section. It will prompt you to complete the security question you chose previously.

2.6 Forgot Password – Security Answer Screen

Purpose:

The purpose of this screen is to assist you in creating a new password, using the security question you completed previously.

When a password is forgotten, the only option is to create a new password. For security purposes the CCIDS Help Desk and Provider Helpline do not have access to Provider's passwords and cannot retrieve a previous password.

General Information:

This screen opens after you enter your User ID on the Security page and click the Submit button. From there, the User ID will carry forward as the first field on this screen, but is a field you cannot change or edit.

All information on this screen is required. The system defaults to the security question you chose previously. On this screen, the answer to the security question is NOT case-sensitive. Therefore, the answer McCloskey and MCCLOSKEY are the same.

For security purposes, the text entered for the Security Answer appears as dots, not text.

If you enter the wrong answer, the system will display an error message indicating that either the security question or answer is incorrect.

After three (3) failed attempts to answer the security questions correctly, your account will be disabled and you will not be able to start a new session. Contact the Ohio ECC Provider Helpline for assistance at 1-888-516-4776 if you are locked out of the system.

If you have forgotten your User ID, contact the CCIDS Help Desk at 1-877-302-2347.

EPPIC™
o Security Question

The screenshot shows a web form titled "Security Question". At the top, it says "Please select your security question and provide your security answer." Below this, the "User ID" is displayed as "123777". The "Security Question" is a dropdown menu with the selected option "In what city were you born?". Below the dropdown is a text input field for the "Security Answer". At the bottom of the form are two buttons: "SUBMIT" and "CANCEL".

User Actions

1. Enter the answer to the security question in the **Security Answer** field.
2. Click the **Submit** button 

Clicking this button takes you to the User Password Change screen shown below. At this point, you will reset your password by choosing a new one. Instructions for completing this screen are described in section 2.7

2.7 *Forgot Password - Change Password Screen*

Purpose:

This screen allows you to select a new password when you have forgotten your old one.

General Information:

This screen is opened after you enter the answers to your Security Questions and click the Submit button. All information on this screen is required. Your new password must meet the following requirements:

Required:

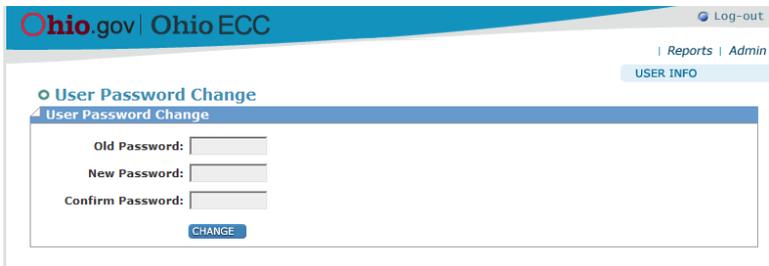
- Minimum password length is eight (8) characters
- Minimum one lower case alpha character
- Minimum one number

Allowed but not required:

- Upper case alpha characters
- Special characters (Ex. *, &, %)

Other constraints

- Passwords must be changed every 30 days.
- New passwords cannot be the same as the current password or the previous twelve (12) passwords



User Actions

1. Following the password requirements noted above, enter your new password in the New Password field.
2. Enter the same password again in the Confirm Password field. These two entries must match.
3. Click the Change button.

Upon clicking the Change button, you are then taken to the Provider Profile Screen.

2.8 Common Screen Areas

Some common screen features appear on every screen in the PWeb. These common features are explained in this section of this manual.

***Note: These areas do not appear on the Security Question and Password Reset screens.*

2.8.1 Home Area



In the top, left-hand portion of the screen is the Ohio ECC heading area of the PWeb. Roll your mouse over this area, and when the cursor changes to a hand, you can click in this blue portion of the screen to take you directly back to the **Provider Profile Screen**.

2.8.2 Information Access Sections

The top right hand part of the screen is where you will go to access information in the PWeb.

2.8.2.1 Admin Menu



Roll your mouse over **Admin** to open a list of the related screens you can access.



Here you will see options “Password Change” and “User Profile”. These screens do the following:

- **Password Change** opens the **User Password Change Screen** discussed in section 2.3. Using this option allows you to manually force a password change at any time.
- **User Profile** opens the **User Profile Screen** that allows a user to change their security questions.

2.8.2.2 Reports Menu



Roll your mouse over **Reports** to open a list of the related screens you can access.



Here you will see options “Unmatched Check-In/Out Report” and “Provider Payment Report.” These screens do the following:

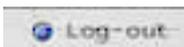
- **Unmatched Check-In/Out Report** opens the **Provider Unmatched Check-In/Out Report Inquiry Screen** discussed in section 3.15.
- **Provider Payment Report** opens the **Provider Payment Inquiry Screen** discussed in section 3.8.

2.8.3 User Info Area



Moving the mouse pointer over **USER INFO** will show your user name, the time you last logged in, and the time you performed an action on the PWeb.

2.8.4 Log-out Area



Clicking on the **Log-out** link, in any screen, logs you out of the PWeb and returns you to the **Login Screen**. After clicking this, you will have to log in again in order to use the PWeb.

2.8.5 Hyperlinks

Any PWeb information shown on the screen in blue type is a hyperlink or a link that you can click to go to a new page, which provides you with more detailed information about the selected item.



2.9 Navigation and Option Buttons

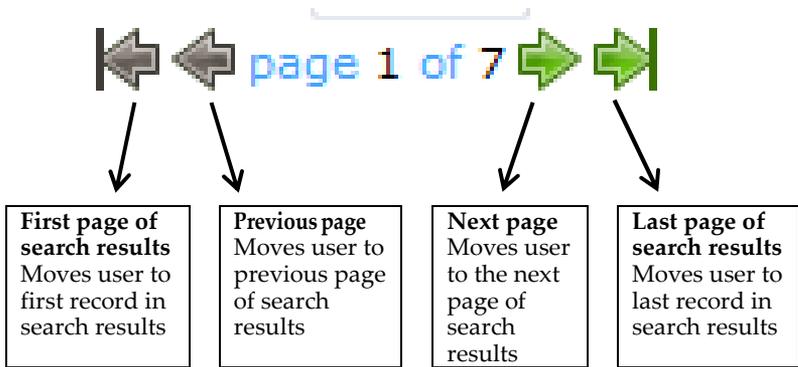
Several navigation and option buttons will appear on the search result screens in the top left side of the screen. Below is an explanation of these features.

2.9.1 Dataset Display Features

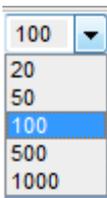


In order to speed up response, the system collects data in groups, called datasets. When there are more results than can fit in one dataset, this drop-down, Data Set, enables you to go to the next set of results. Click on the down arrow, then highlight the result group you would like to display.

2.9.2 Pagination Features



2.9.3 Display Records



This option allows the user to select how many records to display per page of search results. The options are 20, 50, 100, 500, or 1000 records per page. The default is 100 records.

To change the current number of records displayed, select an option from the drop down.

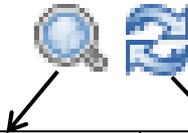
2.9.4 Export Options

Available Download Options:



	<p>CSV Export</p> <p>This option allows the user to export the search results to a standard .csv file. CSV is 'comma separated value', meaning the data is put in a simple text file with each data element separated by a comma. This file can then be imported into many different computer applications, including Microsoft Access, and other database type programs. CSV is more of a universal file type.</p> <p>Doing this type of export allows you to filter and manipulate the search results for other types of reports or spreadsheet software programs you may be using</p>
	<p>XLS Export</p> <p>This option allows the user to export the search results to a standard .xls file. Exporting to .xls transports the data directly to a Microsoft Excel spreadsheet.</p> <p>Doing this type of export allows you to manipulate the search results in a Microsoft Excel application.</p>
	<p>PDF Export</p> <p>This option allows the user to export the search results to a standard .pdf file. Exporting to .pdf opens a pdf reader such as Adobe Reader or Acrobat and displays the data</p>

2.9.5 Other Results Options



<p>Filter Results</p>	<p>Clear Results</p>
<p>This option allows the user to filter the results based on specific criteria</p>	<p>This option clears any previous search filters.</p>

2.9.6 Column Sort

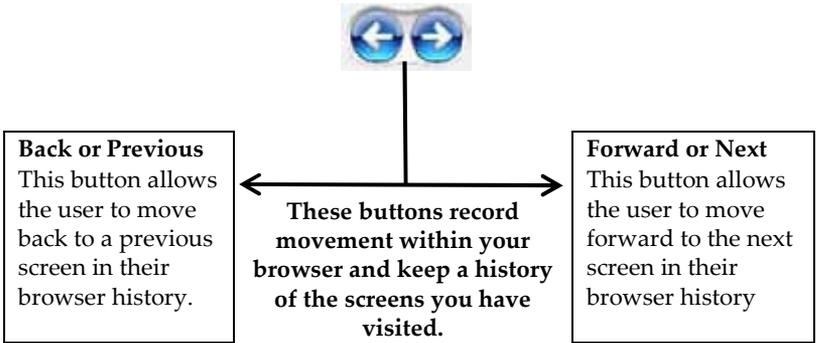
Most columns in the search results can be sorted. Roll the cursor over the blue header of each column and if the cursor changes to a hand, that column can be sorted. There are 3 sort orders. The first sort order is in increasing order (A to Z, 0 to 9). The second sort is in decreasing sort order (Z to A, 9 to 0). The the third sort order is the original list displayed by PWeb. For the first sort the column heading will contain a white up arrow indicating the increasing order of the sort. The second sort order will change the column heading to a white down arrow indicating the decreasing sort order. Restoring the sort order to the original PWeb order will eliminate the sort arrow.

Case #	Child #	Child First Name	Child Last Name	Auth #	Auth Status	Auth Begin Date	Auth End Date	Auth Type	Co-Pay Amount	Last Activity	Trans Type
6002259990	01	TESTesEw	TESTQT	1445548	OPEN	09/08/2013	09/06/2014	PT	\$3.38		---
6003062050	02	TESToU	TESTWHO	1421900	OPEN	08/26/2013	08/16/2014	FT	\$2.08	08/26/2013 12:00:00 AM	GEN. ABSENCE
6002550370	01	TESTdZJm	TESTQMG	1389000	OPEN	08/18/2013	12/28/2013	FT	\$5.07	09/03/2013 12:00:00 AM	GEN. ABSENCE
6002062640	02	TESTjn	TESTVU	1373516	OPEN	08/11/2013	05/17/2014	FT	\$11.16	09/03/2013 12:00:00 AM	GEN. ABSENCE
6002719710	01	TESTjeVy	TESTVJ	1317912	OPEN	07/07/2013	03/29/2014	FT	\$13.15	09/04/2013 12:00:00 AM	GEN. ABSENCE
6002719710	02	TESTfDj	TESTQDY	1317913	OPEN	07/07/2013	03/29/2014	FT	\$13.16	09/04/2013 12:00:00 AM	GEN. ABSENCE
6001434800	01	TESTFV	TESTTXRE	1276542	OPEN	06/16/2013	06/21/2014	FT	\$7.50	08/29/2013 12:00:00 AM	GEN. ABSENCE
6001434800	02	TESTgABd	TESTBLWU	1276539	OPEN	06/16/2013	06/21/2014	FT	\$7.50	09/06/2013 08:11:27 AM	IN
6002706810	03	TESTgHY	TESTLAI	1281582	OPEN	06/16/2013	03/29/2014	FT	\$17.31	09/03/2013 12:00:00 AM	GEN. ABSENCE
6002706810	04	TESTvC	TESTSU	1281581	OPEN	06/16/2013	03/29/2014	FT	\$17.31	09/05/2013 09:00:00 AM	P/OUT

2.9.7 Browser Buttons

Internet Explorer has “Back” and “Forward” buttons; sometimes called, “Next” and “Previous” buttons. These functions also work within the PWeb to allow for easy navigation between screens.

For purposes of this manual, the buttons used in Internet Explorer are featured in this section.



3.0 Provider Screens

This section describes the provider screens available using the PWeb.

3.1 Provider Profile

Purpose:

This screen displays your provider profile. It is often referred to as the “Home Screen.”

General Information:

This screen is accessed at login. This screen contains general demographic information about your program, such as program name, address, phone number, etc. If you believe something on this screen is incorrect, contact your licensing specialist at the Ohio Department of Job and Family Services or your certification worker at the county department of job and family services. Licensed programs may also change certain demographic information themselves using COLTS-SOLAR on the ODJFS Child Care website.



Action Buttons	Function
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.2 Provider Authorization Report Screen

Purpose:

This screen allows the user to view a list of the cases and children authorized to the provider logged into the PWeb.

General Information:

This screen is accessed by clicking the AUTHORIZATIONS button. The Last Activity column displays the most recent activity recorded for each authorization, including absences. (Note that if you have chosen to view both open and closed authorizations, a child could have more than one; The Last Activity column shows that last activity for that specific authorization.)

Provider Authorizations Search

Specify the date range for which the authorization was open.

Date range: From To (MM/DD/YYYY)

Current Authorization Status:

Provider Authorizations Report

Data Set of 2 results | Displaying 1-2 of 2 from Data Set 1-2 | View results per page

page 1 of 1

Case #	Child #	Child First Name	Child Last Name	Auth #	Auth Status	Auth Begin Date	Auth End Date	Auth Type	Co-Pay Amount	Last Activity	Trans Type
600273 5770	01	TESTSIQv	TESTIMA	136704 7	OPEN	08/04/2013	03/15/201 4	PT	\$7.21	09/02/2013 06:24:51 P M	OUT
600273 5770	02	TESTNgks	TESTVTI	136704 3	OPEN	08/04/2013	03/15/201 4	PT	\$7.21	10/22/2013 12:00:00 A M	GEN. ABSE NCE

Displaying 1-2 of 2 from Data Set 1-2

Action Buttons	Function
SEARCH	Click the Search button when you are ready to begin the search. This executes the search and brings back the records you have requested.
RESET	This button clears all information entered and resets the search screen fields to their default values (the values you would see when you first come to the screen).
DETAILS	This button opens the Provider Profile Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

The Provider Authorization Search area allows the provider to view all

authorizations, or past, present, or future authorizations. The default display is all authorizations open today. To see other authorizations, enter the date range of open authorizations that you would like to see.

By using the Current Authorization Status selection button, you can expand your search to see all Closed authorizations, or all authorizations – Open or Closed.

3.3 Case Profile Screen

Purpose:

This screen displays the case profile. The case information is shown for only the cases with children authorized to the provider logged into the PWeb.

General Information:

This screen is accessed by clicking any of the hyperlinked case numbers found on many screens on the PWeb. A child’s status in the Authorized Children section indicates whether an open authorization exists for the child. Inactive status does not indicate that a swipe cannot be completed for the child, as the back swipe period may not have passed. A caretaker’s status in the Cardholders section indicates whether a caretaker is currently listed for the child. Inactive status means that the person was once an active caretaker on the case but is no longer listed on the case.



Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen.
TRANSACTION	This button opens the Provider Transaction Search Screen. The user then selects the date range to display on the Provider Transaction Report Screen.

3.4 Authorization Profile Screen

Purpose:

This screen displays the authorization profile. The authorizations shown are for the selected child for the provider logged into the PWeb. This screen allows the provider to select an authorization in order to record an absence.

General Information:

This screen is accessed by clicking any of the hyperlinked child names found on many screens on the PWeb. The authorization detail may be expanded by clicking on the authorization number located to the right of the “+” sign on each authorization line.

Ohio.gov | Ohio ECC Log-out

| Reports | Admin

USER INFO

Authorization - Profile

Authorization Information

Child Information		Address Information	
Absent Days Remaining:	10	Address:	TESTHLJM
Case #:	6003127440		TESTGFV
Child ID :	100344740477	City:	COLUMBUS
Child Name:	EVA TESTAI	State:	OH
DOB:	11/07/1980	Zip:	432200000
		County:	25 - Franklin
		Phone:	883-103-8797

ID	STATUS	BEGIN DATE	END DATE
1509302	Open	10/13/2013	09/13/2014
1507895	Closed	10/09/2013	10/12/2013

DETAILS TRANSACTION

The authorization detail may be expanded by clicking on the authorization number located to the right of the “+” sign on each authorization line. The Record Absence feature can be found by expanding an authorization, as displayed below.

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USER INFO

Authorization - Profile

Authorization Information	
Child Information	Address Information
Absent Days Remaining: 10	Address: TESTHJM
Case #: 6003127440	Address: TESTGFV
Child ID #: 100344740477	City: COLUMBUS
Child Name: EVA TESTA1	State: OH
DOB: 11/07/1980	Zip: 432200000
	County: 25 - Franklin
	Phone: 883-103-8797

#	1509302	STATUS	Open	BEGIN DATE	10/13/2013	END DATE	09/13/2014
Authorization Information	Provider Information						
Authorization #: 1509302	Federal Tax ID #: 000000000						
Authorization Category: PT	Address: TESTCZ						
Begin Date: 10/13/2013	City: TESTWZ						
End Date: 09/13/2014	City: COLUMBUS						
Co-Pay Amount: \$1.04	State: OH						
Pay Source Code: 312	Zip: 432200000						
Provider Name: TESTORU	County: 25 - Franklin						
Provider #: 402472	Phone: 614-457-0754						
	RECORD ABSENCE						
#	1507895	STATUS	Closed	BEGIN DATE	10/09/2013	END DATE	10/12/2013

[DETAILS](#) [TRANSACTION](#)

Action Buttons	Function
RECORD ABSENCE	This button opens the Authorization Absence Screen .
DETAILS	This button opens the Provider Profile Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.5 Provider Transaction Search Screen

Purpose:

This screen allows you to search for transactions performed at your program. You can also search transactions for a specific case by entering the case number.

General Information:

This screen is accessed by clicking the TRANSACTION button found on many screens on the PWeb. When you choose Transaction Search, system responds with all transactions that were entered for today. You have many options to expand or filter the search result:

- You can search by date range, by entering dates in the “Start Date” and “End Date” fields. The format for those dates is MM, DD, YYYY.

When you have entered the desired date range, you can do additional filtering. You can:

- Enter a single case number in The Case # field, and/or
- Select only certain transaction types* from the Transaction Type list, and/or
- Select all transactions, or only approved transactions by clicking on the “Include Denied Transactions” check-box.

* To select multiple transaction types:

If the desired transaction types are next to each other on the list, click on the first type desired. Move your mouse to the last type desired, and while holding down the shift key, click your mouse.

If the desired transaction types are not next to each other on the list, click on the first desired transaction. Then, hold the CTRL key, and click on the other desired transaction types.

Action	Function
SEARCH	Click the Search button when you are ready to begin the search. This executes the search and brings back the records you have requested.
RESET	This button clears all information entered and resets the search screen fields to their default values (the values you would see when you first come to the screen).

3.6 Provider Transaction Report

Purpose:

This report shows all transactions that have occurred at your program for the specified dates.

General Information:

This screen is the result of doing a transaction search as described in Section 3.5.

The order of the results is as follows:

- Transaction Type, Entry Date, Response.
- Date/Time of transaction
- Case Number
- Child Name

Any of these columns can be sorted and reordered by clicking in the blue header area of the column as explained in Section 2.9.6.

The **Trans Type** field shows the type of activity on the card at the program. Some possible entries are:

- IN/OUT (Check In/ Check Out)
- P/IN or P/OUT (Previous Check In or Previous Check Out)
- SAF/IN or SAF/OUT (Check In or Check Out while the device was in Store and Forward mode)
- ABSENCE and VOID are transactions performed by the provider to correctly report attendance
- M/IN, M/OUT, M/VOID, and M/ABS are manual attendance transactions reflecting Check In, Check Out, VOIDS, and Absences that occurred outside the back swipe period.

For a swipe that was done as a “Previous” transaction, the date and time the Previous In/Out swipe actually occurred is shown in the **Entry Date/Time** field, and the date and time the attendance occurred is shown in the Date field. In and Out swipes have no entry in the Entry D/T field.

The Response column notes the response received from the POS device, the Provider Website for absences, and the Administrative Terminal for manual claim attendance.

As a reminder, the results of this report can be exported to a .csv file, .xls file or .pdf as explained in section 2.9.4.

Provider Transaction Report									
Trans Date/Time	Case #	Child First Name	Child Last Name	Child #	Trans Type	Duration	Entry Date/Time	Response	
10/27/2013 10:45 PM	6002735770	DEREON	TESTOPMN	01	SAF P/OUT	08:54	10/29/2013 08:01 PM	(00) SUCCESS/APPROVED	VOID
10/27/2013 10:45 PM	6002735770	DESTINY	TESTJKO	02	SAF P/OUT	08:54	10/29/2013 08:01 PM	(00) SUCCESS/APPROVED	VOID
10/27/2013 01:50 PM	6002735770	DEREON	TESTOPMN	01	IN			(00) SUCCESS/APPROVED	VOID
10/27/2013 01:50 PM	6002735770	DESTINY	TESTJKO	02	IN			(00) SUCCESS/APPROVED	VOID

Data Set 1-4 of 4 results | Displaying 1-4 of 4 from Data Set 1-4 | View 100 results per page
 page 1 of 1
 DETAILS AUTHORIZATIONS
 Displaying 1-4 of 4 from Data Set 1-4

Action Buttons	Function
VOID	This button voids the transaction, and opens the Void Confirmation Screen .
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorization Report Screen .

3.7 Void Transaction

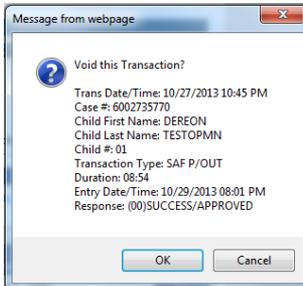
Purpose:

This screen allows the provider to void a transaction that was entered in error.

General Information:

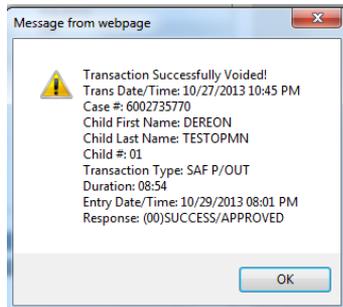
This screen is accessed by selecting the Void button on the Transaction List screen.

When you select Void, the system asks you to confirm the Void with this popup screen:



Action Buttons	Function
OK	The OK button confirms that you intended to Void the transaction.
Cancel	The Cancel button resets the transaction to its original, un-voided state.

When you choose OK, the system confirms that the Void was completed with the following message:



Note: The Authorization Absence screen discussed in Section 3.8 enables you to record and to void an absent day that has been entered. With the addition of this “Void Transaction” function, Absences can also be voided from this Provider Transaction Report screen.

3.8 Authorization Absence Screen

Purpose:

This screen allows the PWeb user to view the authorization absence list and enter absent days on a child’s authorization. This screen allows the provider to void previously recorded unsettled absences.

General Information:

This screen is accessed by clicking the RECORDABSENCE button, on the Authorization Profile screen, in an expanded authorization profile. The Authorization Absence Screen displays a list of absences recorded that are within the back swipe period, which are displayed with the status “Unsettled” or “Voided”. Settled absences cannot be viewed on this screen. To record an absence, enter the date of the absence in the Absence Date fields and click the SAVE button. The user should ensure the absent day is within the time period covered by the Authorization. An unsettled absence can be voided by clicking the “Void” button in the same row of the absence.

Authorization - Absence

Authorization Information	
Child Information	Address Information
Absent Days Remaining: 2	Address: TESTZAJE
Case #: 6002735770	TESTEZH
Child ID : 100364886077	City: TOLEDO
Child Name: DESTINY TESTJKO	State: OH
DOB: 11/09/1981	Zip: 436120000
	County: 48 - Lucas
	Phone: 553-131-7734

Authorization Absence List			
Absence Date	Absence Entry Date	Status	
11/04/2013	11/07/2013	Unsettled	VOID
Results 1 - 1 of 1.			

Record Absence Date	
Absence Date: 11 / 04 / 2013 (Month/Day/Year)	SAVE

- Absence recorded successfully.

[DETAILS](#) [AUTHORIZATIONS](#) [TRANSACTION](#)

Action Buttons	Function
VOID	'Unsettled' absences can be voided by selecting the VOID button on the selected Absence Date line found on the Absence List.
Absence Date	The Absence Date box is used to mark the date that the child was not in attendance.
SAVE	This button records an absent day for the child on the date specified in the Absence Date fields.
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.9 Provider Payment Report Inquiry Screen

Purpose:

This screen allows the user to search for a Provider Payment Report by Settlement Date period.

General Information:

This screen is accessed by hovering the mouse over the Reports menu, and clicking the Provider Payment Report hyperlink from the drop-down menu.



Action Buttons	Function
Payment Period	This drop down menu is used to identify the Provider Settlement Date to be viewed.
SEARCH	This button opens the Provider Payment Details Screen .

3.10 Provider Payment Details Screen

Purpose:

This screen displays the Settlement Date Detail Report for the payment period selected on the Settlement Date Report Inquiry screen.

General Information:

This screen is accessed by clicking the SEARCH button on the Provider Payment Report Inquiry screen. This screen provides payment amounts for all child activity for this provider, during the payment period, as well as provider level adjustments.

From this screen, you can select one of the following links to navigate to another screen within the PWeb:

- **Child Name** - navigates to the **Authorization Profile Screen**
- **Case #** - navigates to the **Case Profile Screen**
- **Total** - navigates to the **Child Payment Details Screen** which provides a breakdown of the factors used in the payment calculation for the child
- **Total Provider Adjustment Amount** – navigates to the **Provider Adjustment Detail Screen**

The amounts displayed on this screen correspond to amounts located in the various payment details screens that will be described in the coming sections. The Attendance Amount field does not show a gross sum for attendance for the child. The amount displayed includes all additions, like Step Up To Quality rating or accreditations, and subtractions, like co-payment or fees. The amount does not include the value displayed in the Deductions Adjustments column. Authorization level adjustments are displayed in the Deductions Adjustments column for each child. Provider level adjustments are displayed in the Total Provider Adjustment Amount field. Amounts in parentheses are negative values. If a manual claim is settled, an additional box displaying the manual claims settlement will be presented. The amount in the Total Payment Amount field includes all total values within each box, and does not update when a second settlement is performed due to a manual claim. The total amounts apply only to the settlement calculation.

Provider Payment Details								
Settlement Date		09/22/2013						
Payment Period		09/01/2013 - 09/07/2013						
Child First Name	Child Last Name	Child ID	Case #	Attendance Amount	Fees	Co-pay	Deductions/ Adjustments	Total
TESTSIQV	TESTIMA	100364887877	6002735770	\$77.75	\$0.00	\$7.21	\$0.00	\$77.75
TESTNgks	TESTVTI	100364886077	6002735770	\$77.75	\$0.00	\$7.21	\$0.00	\$77.75
Results 1 - 2 of 2.								
				Total Attendance Payment Amount		\$155.50		
				Total Provider Adjustment Amount		\$0.00		
				Total Payment Amount		\$155.50		
Total Payment Amount is subject to payment rules and procedures required by the Ohio Department of Job and Family Services.								
				Net Provider Payment Amount		\$155.50		

[DETAILS](#)
[AUTHORIZATIONS](#)
[TRANSACTION](#)

Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.11 Child Payment Detail Screen

Purpose:

This screen displays the child payment details information for the child and settlement date selected on the Provider Payment Details screen.

General Information:

This screen is accessed by clicking the hyperlinked Total amount, which is the amount furthest to the right for any child. From this screen, you can select one of the following links to navigate to another screen within the PWeb:

- **Weekly Attendance Hours Total** - navigates to the **Child Attendance Detail** screen
- **Misc. Adjustment Amount** - navigates to the **Child Payment Adjustment Detail** screen

The Total Attendance Amount field displays all amounts on this screen calculated together. It displays the same amount that can be found in the Total field on the Provider Payment Details screen. The Child Adjustment Amount field, the three fees fields, and the Co-pay field also correspond to fields on the Provider Payment Details screen. Amounts in parentheses are negative.

Child Payment Information			
Rate Determination		Additional Factors	
Weekly Attendance Hours Total	28:15:00	Special Needs Waiver Amount	0.00
Authorization Category	FT	Special Needs Amount	0.00
Absent days	0.0	Non-Traditional Amount	0.00
Provider Type	C	SUTQ Model	5 STAR
Provider County	48-Lucas	SUTQ Star Rating	0 STAR
Age Category	TODDLER	SUTQ Star Percentage	0.0%
Rate	150.51	SUTQ Amount	0.00
Rate Used	CEIL	Accreditation Percentage	0.0%
Multiple-Case Pro-Rate Factor (display amount as percentage)	1.00	Accreditation Amount	0.00
Special Needs Waiver	No	Adjustments/Deductions	
		Registration Fees	0.00
		Transportation Fees	0.00
		Activity Fees	0.00
		Co-pay Amount	14.43
		Child Adjustment Amount	\$0.00
Total Attendance Amount			\$136.08

[DETAILS](#)
[AUTHORIZATIONS](#)
[TRANSACTION](#)

Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.12 Child Attendance Detail Screen

Purpose:

This screen displays the attendance information for the child for the settlement date.

General Information:

This screen is accessed by clicking the Weekly Attendance Hours Total hyperlink on the Child Payment Details screen. The Total Duration field displays the same amount as the Weekly Attendance Hours Total field on the Child Payment Details screen.

Authorization Information	
Person Information	Authorization Information
Absent Days Remaining: 10	Authorization #: 1367047
Case #: 6002735770	Authorization Category: PT
Child ID : 100364887877	Begin Date: 08/04/2013
Child Name: TESTSIQv TESTIMA	End Date: 03/15/2014
DOB: 04/15/1993	Co-Pay Amount: \$7.21
	Pay Source Code: 313
	Provider Name: TESTEMKP
	Provider #: 941589364

Attendance for week of 09/01/2013 to 09/07/2013				
Trans Type	Check-In Date/Time	Trans Type	Check-Out Date/Time	Duration
IN	09/01/2013 08:56:03 AM	OUT	09/01/2013 04:37:07 PM	07:41:04
IN	09/02/2013 07:48:15 AM	OUT	09/02/2013 06:24:51 PM	10:36:36
Results 1 - 2 of 2.				
Total Duration				18:17:40

[DETAILS](#)
[AUTHORIZATIONS](#)
[TRANSACTION](#)

Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.13 Child Payment Adjustment Details Screen

Purpose:

This screen displays the child payment adjustment details.

General Information:

This screen is accessed by clicking the hyperlinked Misc. Adjustment Amount on the Child Payment Details screen. The Total Provider Adjustment Amount field displays the same amount as the Misc. Adjustment Amount on the Child Payment Detail screen. The Note field is used by county and state staff to provide additional information about the adjustment. Amounts in parentheses are negative.

Child Payment Adjustment Information			
Reason	Payment Period	Note	Amount
UNDR	07/28/2013-08/03/2013	Service period 10/07/13. Caretaker failed to swipe all attendance.	\$89.17
Results 1 - 1 of 1.			
Total Child Adjustment Amount			\$89.17

[DETAILS](#)
[AUTHORIZATIONS](#)
[TRANSACTION](#)

Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.14 Provider Payment Adjustment Detail Screen

Purpose:

This screen displays the provider payment adjustment details.

General Information:

This screen is accessed by clicking the Total Provider Information: Adjustment Amount field on the Provider Payment Details screen. The Total Provider Adjustment Amount field displays the same amount as shown in the Total Provider Adjustment Amount on the Provider Payment Details screen. The Reason column displays the reason code selected when the adjustment was entered. The code descriptions are:

- **OVPC** – Overpayment County Error
- **OVPM** – Overpayment Provider Misuse of Child Care Services
- **UNDR** – Underpayment
- **OVPE** – Overpayment Provider Error
- **UNMC** – Underpayment Manual Claim
- **OVPF** – Overpayment Provider Falsification of Information
- **OVPI** – Overpayment Provider Intentional

The Note field is used by county and state staff to provide additional information about the adjustment. Amounts in parentheses are negative.

USER INFO

Provider - Payment Adjustment Detail

Provider Payment Summary

Provider Information		Physical Address	
Provider Name:	TESTEMKP	Address 1:	TESTsuy
Provider #:	941589364	Address 2:	TESTTwipi
Provider Type:	B	City:	TOLEDO
Contact Name:	SEE ADMINISTRATOR	State:	OH
Phone:	907-661-4764	Zip:	43613 - 0000
Federal Tax ID:	000000000	County:	48-Lucas
Inactive Date:			

Mailing Address

Address 1:	TESTAdk
Address 2:	TESTIEPNU
City:	TOLEDO
State:	OH
Zip:	43613 - 0000

Provider Payment Adjustment Information

Reason	Payment Period	Note	Amount
UNDU	07/21/2013-07/27/2013		(\$25.00)
Results 1 - 1 of 1.			Total Provider Adjustment Amount (\$25.00)

DETAILS
AUTHORIZATIONS
TRANSACTION

Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

3.15 Provider Unmatched Check-In/Out Report Inquiry Screen

Purpose:

This screen prompts the PWeb user to select which **Provider Unmatched Check-In/Out Report**.

General Information:

This screen is accessed by hovering the mouse over the Reports menu and clicking the Unmatched Check In/Out Report hyperlink from the drop-down menu. Clicking Today's Unmatched Check In/Out will return only the current day's recorded attendance that has not been matched. Clicking Previous 10-day Unmatched Check In/Out will return results between yesterday and 10 days previous.



Action Buttons	Function
Today's Unmatched Check In/Out	This button displays the unmatched Check-Ins/Outs for the provider for the current date.
Previous 10-day Unmatched Check In/Out	This button displays the un- matched Check-Ins/Outs for the provider for the last 10 days not including today.

3.16 Unmatched Check-In/Out Details Screen

Purpose:

This screen allows you to view a report of all unmatched transactions for children that have checked in but have not checked out, or check outs that are unmatched due to check ins being voided.

General Information:

This report is useful in identifying caretakers that have not completed transactions for an attendance cycle. This screen is accessed by clicking either the Today's Unmatched Check In/Out or Previous 10-day Unmatched Check In/Out on the Provider Unmatched Check-In/Out Report Inquiry screen.

Ohio.gov | Ohio ECC Log-out

| Reports | Admin

USER INFO

Provider Unmatched Check-In/Out Report

Provider Information		Physical Address	
Provider Name:	TEST2TE	Address 1:	TESTGIEJ
Provider #:	402472	Address 2:	TESTgjvi
Provider Type:	C	City:	COLUMBUS
Contact Name:	SEE ADMINISTRATOR	State:	OH
Phone:	900-078-8092	Zip:	43220 - 0000
Federal Tax ID:	000000000	County:	25-Franklin
Inactive Date:			
Mailing Address			
Address 1:	TESTnR		
Address 2:	TESTfAs		
City:	COLUMBUS		
State:	OH		
Zip:	43220 - 0000		

Exceptions Results for: 10/21/2013-10/30/2013
There are no Swipe Exceptions for this Settlement Date.

DETAILS AUTHORIZATIONS TRANSACTION

Action Buttons	Function
DETAILS	This button opens the Provider Profile Screen .
AUTHORIZATIONS	This button opens the Provider Authorizations Report Screen .
TRANSACTION	This button opens the Provider Transaction Search Screen . The user then selects the date range to display on the Provider Transaction Report Screen .

4.0 Help

For further assistance with the Ohio ECC Provider Website, call:

Ohio ECC Provider Helpline

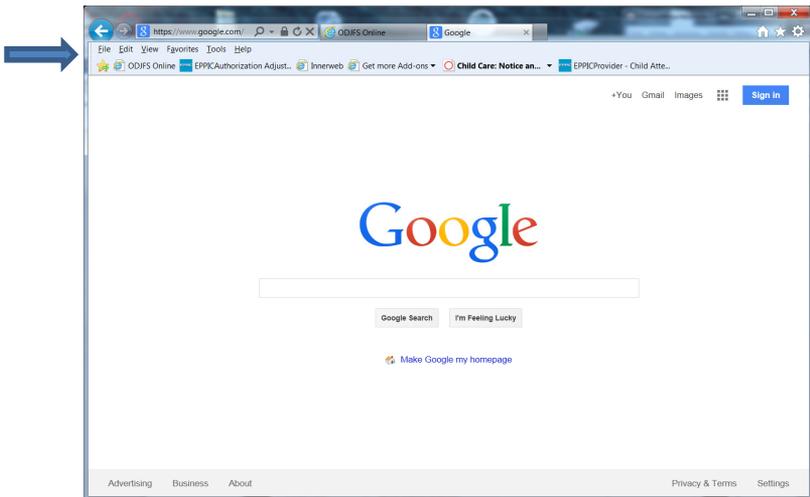
1-888-516-4776

Appendix A
Internet Explorer 11
Website Compatibility

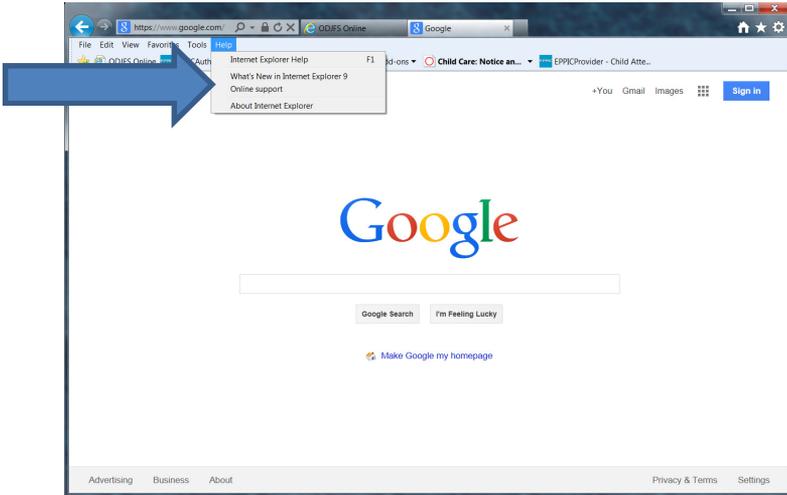
If you have recently updated your Internet Explorer software, you may experience difficulties with using the features of this web page. Before logging into your account, please follow the instructions below:

There are two ways to determine what version of Internet Explorer you are currently using. Both ways are listed below:

1. The first way to determine what version of Internet Explorer that you are using is to click on your internet browser to bring up an internet session. Your default home page will be displayed, which may or may not be the default page displayed below. On the menu bar (found on the line beside the big blue arrow below), click on **“Help”**.



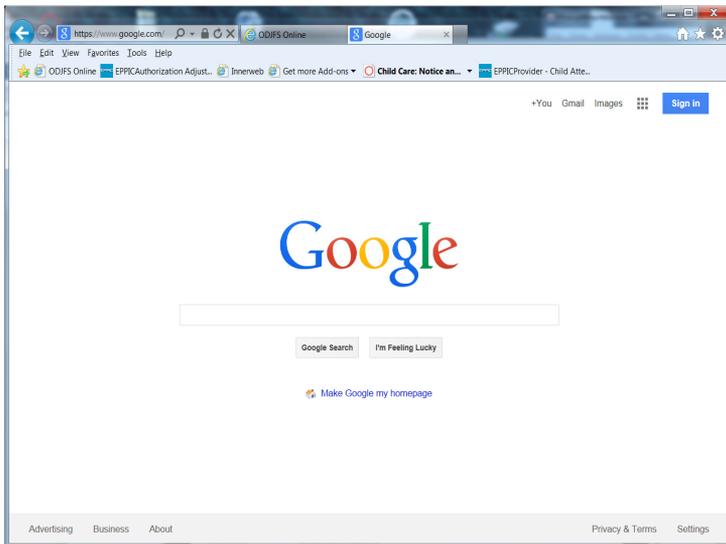
After clicking on **“Help”**, a drop down box will be displayed.



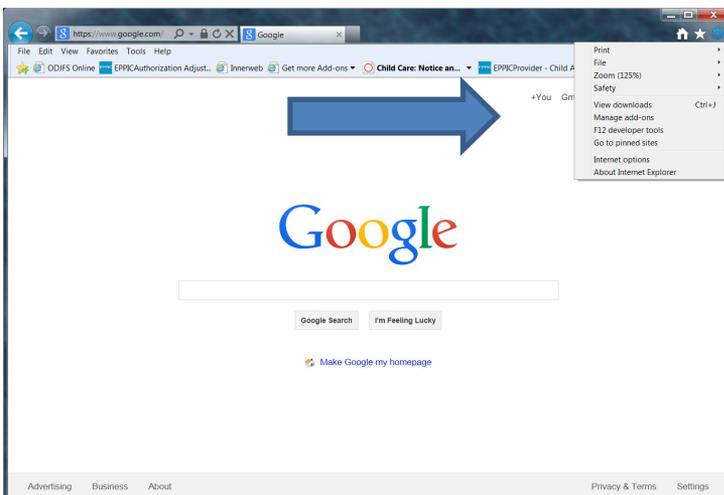
Once the drop down box appears, click on **“About Internet Explorer”** at the bottom of the box. A box, like the one below, will then be displayed. This box contains information about the version of Internet Explorer that you are currently using.



- The second way to determine what version of Internet Explorer that you are currently using is to click on the icon that looks like a wheel (or gear) in the upper right-hand side of your screen (found on the line beside the big blue arrow below).



After clicking on the icon that looks like a wheel (or gear), a drop down box will be displayed.



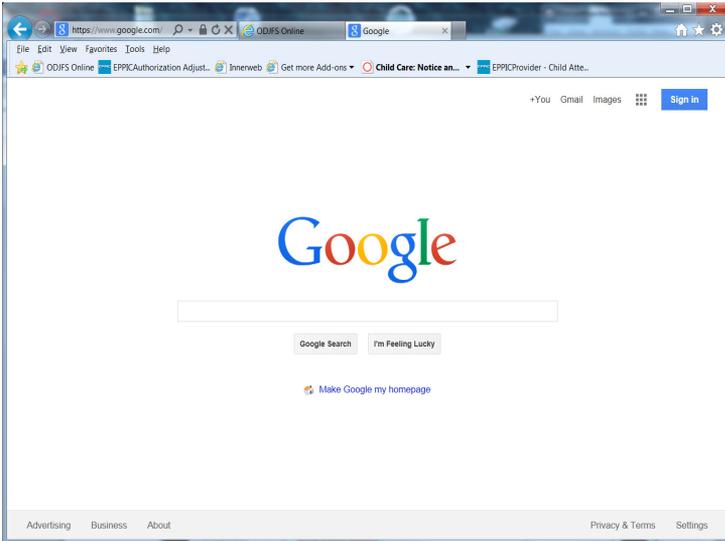
Once the drop down box appears, click on “**About Internet Explorer**” at the bottom. A box, like the one below, will then be displayed. This box contains information about the version of Internet Explorer that you are currently using.



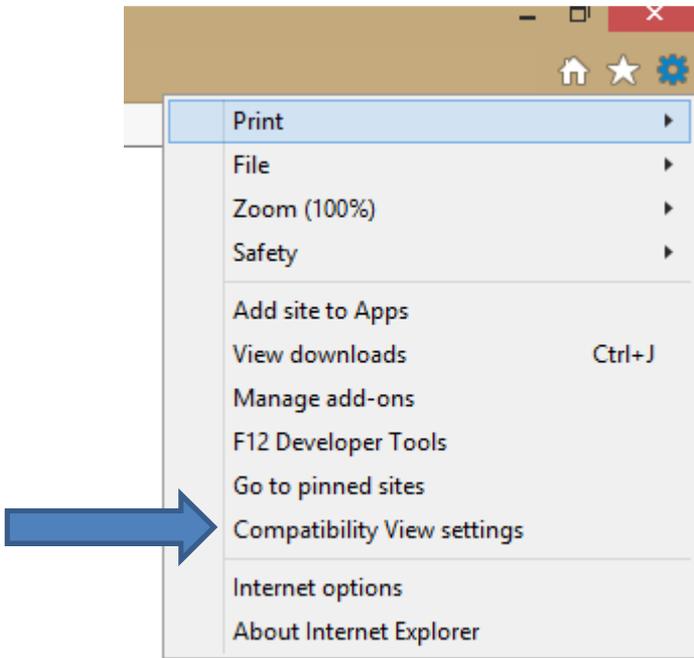
If you are using Internet Explorer 11, you may need to change some settings to use the PWeb features.

Here is how to make the changes:

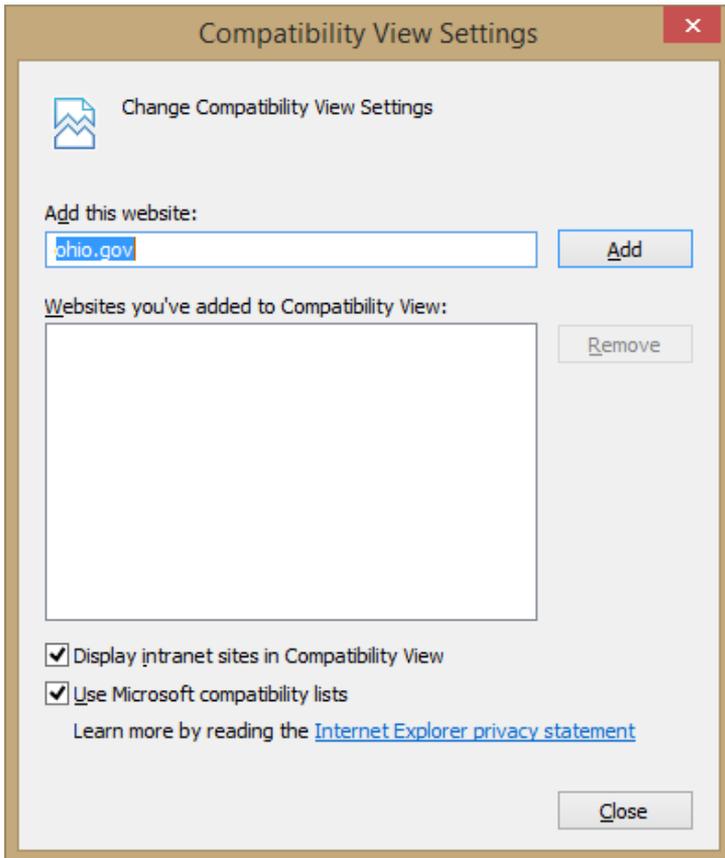
1. Click on your internet browser to bring up an internet session and go to the PWeb site (<https://www.eccproviderweb.ohio.gov/eccpw/>). You don't need to log in to PWeb, you just need to be on the PWeb site. Once the PWeb site is displayed, click on the icon that looks like a wheel (or gear) in the upper right-hand side of your screen (found on the line beside the big blue arrow below).



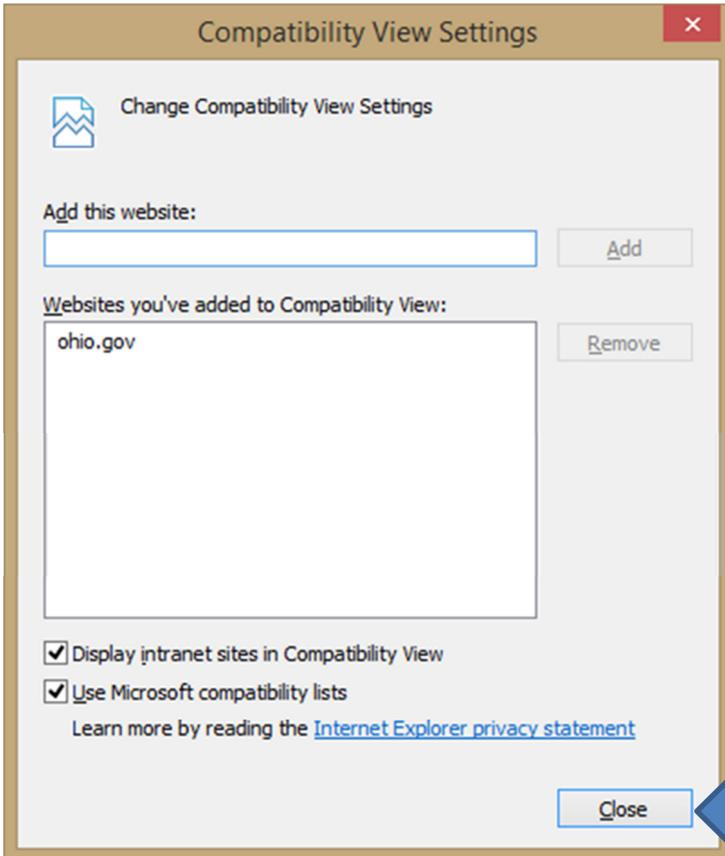
2. A drop down box will be displayed. Select **“Compatibility View Settings.”**



- The screen shown below will be displayed. If you have navigated to this screen from the PWeb, the PWeb URL address will automatically be displayed in the box under “Add this website”. The sample screen below shows “ohio.gov.” If the PWeb address is not displayed in the box, then simply type in the PWeb URL address (<https://www.eccproviderweb.ohio.gov/eccpw/>), and then click on the “Add” button.



- Click on the “Close” button at the bottom of the window.



5. This will fix the issue with Internet Explorer 11. If you continue to have difficulties with the PWeb after completing these instructions, please contact the Ohio ECC Provider Helpline for assistance.