



Billing: Go Live

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- **The Go Live date for Billing is under discussion, factors in the discussion include**
 - List of Defects for resolution
 - Help Desk Ticket backlog
 - Attendance for July – January statistics based on February 20th attendance

 - **Based on the February 20th Attendance Statistics, EEC will be contacting those with a significant discrepancy between amount paid and amount reflected for invoicing in CCFA**

- **Make sure you have resolved blocking Issues for entering attendance!**
 - See reference material on Slide 5
 - Those with outstanding attendance are emailed every Monday
- **Get your attendance completed!**
 - EEC will continue to analyze attendance to estimate billing and support the go live decision making process
 - Make sure you are communicating your needs with the appropriate parties, i.e. Voucher only providers contact CCRR for changes to placements
- **Before CCFA goes live for Billing**
 - EEC will notify you if you need to update your rates
 - You will need to back date your rates to July 1, if necessary
 - Look for a communication on this



- **Before CCFA goes live for Billing, CCFA Billing information created before the Go Live Date will be reset**
 - This will occur every Friday to support fixing placements and attendance until go live (but not this Friday 2/26 due to UAT testing)
- **The Billing Reset will return all previously submitted invoices to Pending Invoices at the Provider level**
 - This is the stage AFTER Attendance has been completed, Saved and Reviewed
 - You do not have to re-enter Attendance
- **Providers and Administrators will perform the creation, review and submission of the Invoices**
 - Missing rates and new rates applied
 - Data Fixes applied
 - Better validation applied
 - If you had previously performed these actions, you will perform them again
 - The new invoices generated are those that will be used for reconciliation against the Alternate Payment System



- **Providers**

- Fix attendance if necessary
- Go to Provider + Submit Monthly Billing
 - Fix Attendance if incomplete
 - Generate Ledgers
- Go to Billing + Pending Invoices
 - Approve and Deny
 - Review Submission
 - Submit

- **Subsidy Administrators**

- Go to Billing + Pending Invoices (CCRRs go to CCRR Monthly Invoices)
 - Approve and Deny
 - Review Submission
 - Submit

Who is Responsible for the Information in CCFA?



- **You should work with the appropriate party named below to resolve your issues, if you cannot edit the info, go to the next level of contract or voucher administration for your organization**
- **If that party is unable to resolve your issue, the responsible party will create a Help Desk Ticket, after performing due diligence**
- **Usernames and Passwords**
 - Voucher Only Provider: CCRR
 - Contract Provider: the Contract Provider Administrator
 - Family Child Care System Provider: System Administrator
- **Provider Name, address, contacts**
 - Voucher Only Provider: CCRR
 - System and Contract Provider: the Contract provider administrator

Who is Responsible for the Information in CCFA?



- **Provider Rates (Missing Rates Issues)**

- ALL Voucher Rates maintained by CCRR
- Voucher Only Provider: All rates maintained by CCRR
- Contract Provider:
 - Contract Rates maintained by EEC
 - Published Private Rates maintained by Provider
- Family Child Care System Provider
 - Contract Rates maintained by EEC
 - Published Private Rates maintained by Provider Admin or System Admin

- **Authorizations/Reassessments**

- If the family receives services by more than one contract or voucher provider, the CCRR will be responsible for the Authorizations
- Under limited circumstances, the CCRR will allow the provider to perform reassessments
- See the following for families with one provider

Who is Responsible for the Information in CCFA?



- **Authorizations/Reassessments, families with one provider**
 - Voucher Only Provider: CCRR
 - Contract Provider: If contract, your administrator, unless Contract Admin does not allow. If voucher, then the CCRR
 - Family Child Care System Provider: Provider Admin or Contract Administrator (System), unless the child has a voucher. If voucher, then the CCRR

- **Placements (Age-up Blocking Issues)**
 - Voucher Only Provider: CCRR
 - Contract Provider: Your administrator
 - Family Child Care System Provider: Your System Administrator, unless the child has a voucher. If voucher, then the CCRR

- **Attendance**
 - Providers complete attendance



emails

- Monday, weekly EEC Attendance Blasts

Presentations

- Attendance and Billing Training Presentations
- Absence Policies
- Attendance Cheat Sheets
- View Provider Attendance
- Age Up and Missing Rates
- **Located at <http://www.mass.gov/eec/ccfa/training>**

Webinars

- February Attendance and Billing Webinars

CCFA Help FAQs

- Select Help

Look for updates in your email and CCFA Newsletters!