

TGTS

PROVIDER TRAINING – PROVIDER WEB PORTAL

8/30/2016

TOTS Provider Web Portal

The screenshot displays the TOTS Provider Web Portal interface. At the top left is the TOTS logo and 'Provider WebPortal' text. On the top right, it says 'Welcome, PROVIDER1 FACILITY NAME' with a 'Log-out' button. Below this is a navigation bar with 'HOME', 'REPORTS', and 'ADMIN'. The main content area is titled 'PROVIDER PROFILE' and is divided into three sections: 'Facility Information', 'Address Information', and 'POS Information'. At the bottom, there are five buttons: 'AUTHORIZATIONS', 'TRANSACTION', 'ACTIVITY', 'BROADCAST MSG', and 'ATTENDANCE REPORT'. A footer at the bottom left contains the copyright notice: '©2016 Xerox State and Local Solutions, Inc. All Rights Reserved.'

Facility Information

Name :	Provider1 facility name
Provider Number:	020228661
Provider Class:	A
Status:	ACTIVE
Inactive Date:	10/01/2017
License Number:	000000511
Federal TAX ID:	720718911
SSN:	586478541

Address Information

Email :	test1@acs-inc.com
Address :	Provider1 addressLine1
	Provider1 addressLine2
City:	SEALY
State:	LA
Zip:	12341
Parish:	97
Phone Number:	504-468-3571

POS Information

Install Date	De-install Date	POS Telephone No.	Biometric Device S/N
07/29/2016	12/30/2016	2222222222	
07/29/2016	08/29/2017	1111111111	

[AUTHORIZATIONS](#) [TRANSACTION](#) [ACTIVITY](#) [BROADCAST MSG](#) [ATTENDANCE REPORT](#)

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Provides access to information about:

- Authorizations
- Transactions
- Broadcast Messages

Provides access to Reports

Overview of Provider Information

ASSISTANCE


CCAP PROVIDER INFO

ADDITIONAL RESOURCES

STATEWIDE INITIATIVES

- [Office of Secretary](#)
- [Family Support \(OFS\)](#)
- [Louisiana Rehabilitation Services \(LRS\)](#)
- [Community Services \(OCS\)](#)
- [Management & Finance \(OMF\)](#)
- [News](#)
- [Hearings and Events](#)

Provider Help Line

 1-888-281-0326

TOTS

Tracking of Time Services

Welcome to the Louisiana Provider Portal

The Louisiana Department of Education Provider Web Portal gives child care provider with internet access the ability to view their authorizations and the attendance reports for their authorized children online. Providers are given User IDs and temporary passwords, which must be changed at the first login. Logging in gives providers access to their authorization and attendance information. The information for each provider is secure, viewable only by entering User ID and password.

Helpful Links

- [TOTS Terminal Installation Guidelines](#)
- [Provider Equipment Agreement Packet](#)
- [TOTS Frequently Asked Questions](#)
- [Provider Portal User Manual](#)
- [Provider POS and Biometric Device Manual](#)
- [Provider POS Quick Reference Guide](#)
- [Provider IVR Quick Reference Guide](#)
- [Tips for parents using POS/Bio equipment](#)
- [Tips for parents using the IVR](#)

SIGN IN WITH YOUR USER ID

Login

Password

LDE Staff Only

LOGIN

[Forgot Password?](#)

News Bulletins

Louisiana is under a state of emergency statewide due to potential flooding along the Mississippi River and Red River. Stay prepared by reviewing information on the LDE website at www.louisianabelieves.com or call 1-877-453-2721.



PROVIDER PROFILE

Facility Information

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Provider Class:	A
Status:	ACTIVE
Inactive Date:	10/01/2017
License Number:	000000511
Federal TAX ID:	720718911
SSN:	586478541

Address Information

Email :	test1@acs-inc.com
Address :	Provider1 addressLine1
	Provider1 addressLine2
City:	SEALY
State:	LA
Zip:	12341
Parish:	97
Phone Number:	504-468-3571

POS Information

There are currently no POS devices installed.

[AUTHORIZATIONS](#)

[TRANSACTION](#)

[ACTIVITY](#)

[BROADCAST MSG](#)

[ATTENDANCE REPORT](#)

PROVIDER AUTHORIZATION REPORT

[Facility Information](#) ...

[Address Information](#) ...

Provider Authorization Report

Data Set of 4 results Displaying 1-4 of 4 from Data Set 1-4 View results per page

page 1 of 1

TA#	Authorization #	Child#	Child Name	Last Activity	Trans Type
01154551361	1234567890060	01	Child0FirstName Child0LastName	---	---
01154551361	1234567890061	02	Child1FirstName Child1LastName	---	---
03154551363	1234567890064	01	*****	---	---
03154551363	1234567890065	02	Child5FirstName Child5LastName	---	---

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Displaying 1-4 of 4 from Data Set 1-4

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AUTHORIZATION PROFILE

Person Information

Time and Attendance #:	01154551361
Child #:	01
Child Name:	Child0FirstName Child0LastName
SSN #:	661-16-9510
DOB:	10/30/2007

Address Information

Address:	Case1 AddressLine1
	Case1 AddressLine2
City:	GREENSBURG
State:	LA
Zip:	70441
Parish:	46
Phone:	329-314-6131



1234567890060

Status: Open

BEGIN DATE: 01/01/2016

END DATE: 09/01/2017

Authorization Information

Status : Open

Received Date: 08/25/2016 09:16:46

Begin Date: 01/01/2016

End Date: 09/01/2017

Authorization Type: PT

Authorized Units: 200

Utilized Units: 0.0

Remaining Units: 200.0

Provider Information

Provider Name: Provider1 facility name

Provider #: 020228661

License #: 000000511

SSN: 586-47-8541

Federal Tax ID: 720-71-8911

Address: Provider1 addressLine1

Provider1 addressLine2

City: SEALY

State: LA

Zip: 12341

Parish: 97

Phone: 504-468-3571

DETAILS

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PROVIDER TRANSACTION REPORT

Facility Information ...

Address Information ...

Provider Transaction Search

Report On Dates Between :

Start Date (MM/DD/YYYY): 08-20-2016 

End Date (MM/DD/YYYY): 08-21-2016 

SEARCH

RESET

TA#:

Provider Transaction Report

Data Set 1-2 ▾ of 2 results | Displaying 1-2 of 2 from Data Set 1-2 | View 20 ▾ results per page

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Date	TA#	Child Name	Child #	Trans Type	Entry D/T	Response
08/20/2016 10:00 PM	01510259314	TESTdB TESTDNc	01	P/OUT	08/22/2016 10:17 AM	(00)S/A
08/20/2016 02:00 PM	01510259314	TESTdB TESTDNc	01	P/IN	08/22/2016 10:17 AM	(00)S/A

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

DETAILS

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ATTENDANCE REPORT

Provider Attendance Report Search

Reporting Period:

08/2016



SEARCH

Provider Attendance Report Search Results (08/2016)

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

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Child Name	Auth #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Child0LastName, Child0FirstName	1234567890060	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Child1LastName, Child1FirstName	1234567890061	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Child4LastName, Child4FirstName	1234567890064	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Child5LastName, Child5FirstName	1234567890065	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	

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Displaying 1-4 of 4 from Data Set 1-4

- Matched Attendance
- Incomplete Attendance Transaction
- Authorized Period
- Discontinued Period



BROADCAST MESSAGES

[Facility Information](#) ...

[Address Information](#) ...

Broadcast Message List

Date Sent	Message	TA #
08/30/2016	This is a test of the statewide Provider Web Portal broadcast message system.	-

[DETAILS](#)

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[ATTENDANCE REPORT](#)

Exceptions Report Inquiry

Report on Dates Between:

Start Date (MM/DD/YYYY): 08/01/2016 

End Date (MM/DD/YYYY): 08/04/2016 

SEARCH

RESET





CANCEL

Exceptions Report for 08/01/2016 - 08/04/2016

Data Set of 8 results | Displaying 1-8 of 8 from Data Set 1-8 | View results per page

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Date	TA #	Child Name	Child #	Authorization #	Trans Type	Transaction #
08/04/2016	01425085098	TESTmvk TESTqo	02	0007397490003	P/IN	63376544002
08/04/2016	01425085098	TESTLv TESTiQf	01	0007397680003	P/IN	63376544001
08/04/2016	01425085098	TESTypL TESTihL	03	0007288780002	P/IN	63376544003
08/04/2016	01833484026	TESTbVn TESTFnDG	01	0007474610001	P/IN	63430757001
08/04/2016	01833484026	TESTgPa TESTsyl	02	0007474550001	P/IN	63430757002
08/01/2016	01000298131	TESTJLI TESTLPT	01	0007241340005	P/IN	63349289001
08/01/2016	03956512658	TESTem TESTXx	01	0007400470816	SAF CHECK IN	63304465001
08/01/2016	01154805837	TESTRtyh TESTke	03	0007491780001	P/IN	63304571001

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Displaying 1-8 of 8 from Data Set 1-8

DETAILS

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ATTENDANCE REPORT

Attendance Summary Inquiry

Report on Dates Between:

Start Date: 08/01/2016 

End Date: 08/04/2016 

SEARCH

RESET

CANCEL

Attendance Summary Report for 08/01/2016 - 08/04/2016

Data Set of 77 results | Displaying 1-20 of 77 from Data Set 1-77 | View results per page

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TA#	Child#	Child Name	CHECK INs	CHECK OUTs
01000298131	01	TESTJL TESTLPT	4	3
01030603498	01	TESTtNu TESTwyj	4	4
01030603498	02	TESTnT TESTLsX	4	4
01032434718	01	TESTwK TESTIN	4	4
01032434718	02	TESTIzgi TESTetS	4	4
01039895610	01	TESTQQ TESTiPE	1	1
01039895610	02	TESTGle TESTquV	1	1
01039895610	04	TESTLxT TESTft	1	1
01107764333	01	TESTaku TESTuC	4	4
01107764333	02	TESTclc TESTCp	4	4
01114603451	01	TESTXO TESTaEYB	3	3

Transaction Problems

- ▶ Attendance Transactions require a matching check-in & check-out pair
- ▶ If the most recent successful transaction is a check-in – the system expects a check-out as the next sequential transaction
- ▶ If the most recent successful transaction is a check-out – the system expects a check-in as the next sequential transaction
- ▶ Utilize the filters on the transaction screens to isolate the last successful transaction
- ▶ Utilize the Attendance Report to identify children with missing attendance