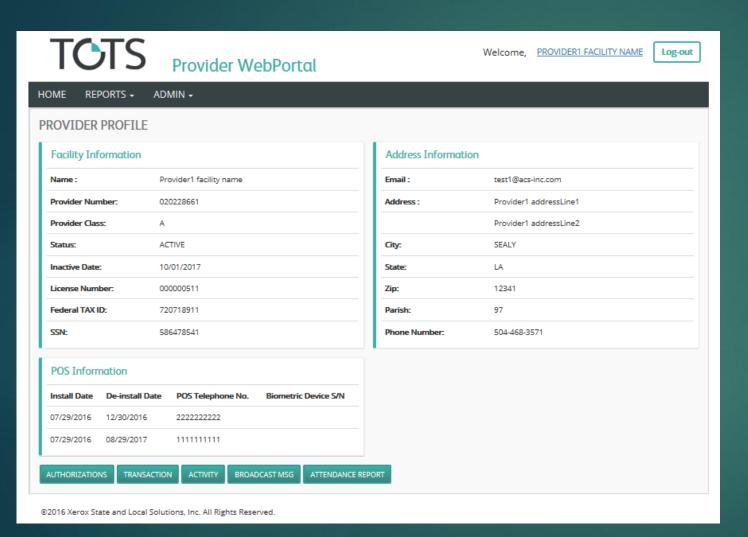
PROVIDER TRAINING – PROVIDER WEB PORTAL 8/30/2016

TOTS Provider Web Portal



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.

ℰHelpful 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.



HOME REPORTS - ADMIN -

PROVIDER PROFILE

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

There are currently no POS devices installed.

AUTHORIZATIONS

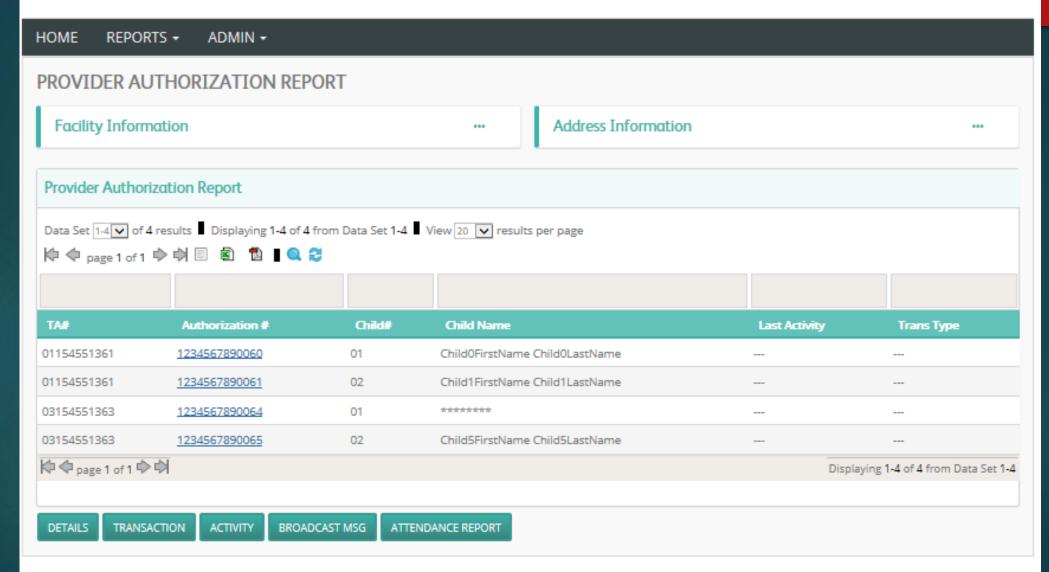
TRANSACTION

ACTIVITY

BROADCAST MSG

ATTENDANCE REPORT







Log-out



HOME REPORTS -ADMIN -

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:	Provider1 addressLine2 SEALY	
City: State:		
	SEALY	
State:	SEALY	

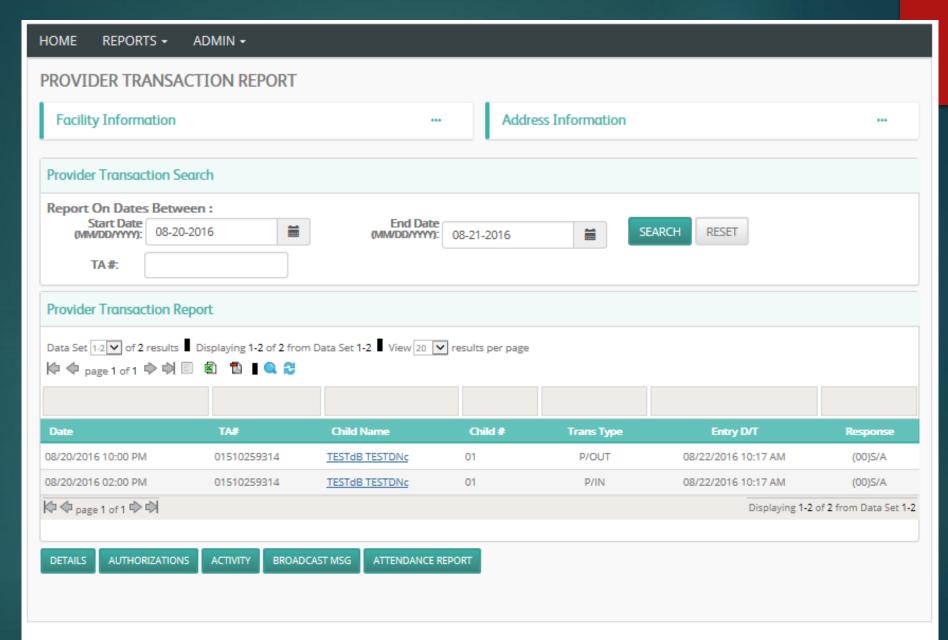
DETAILS

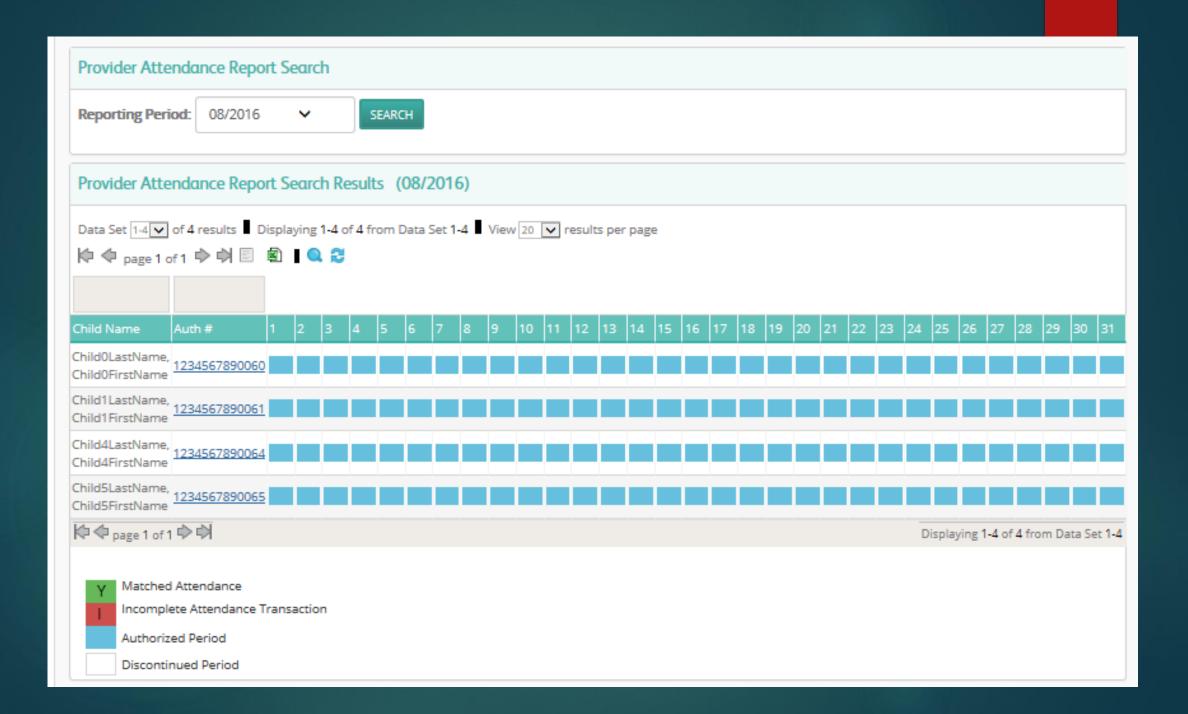
AUTHORIZATIONS

TRANSACTION ACTIVITY

VITY BROADCAST MSG

ATTENDANCE REPORT

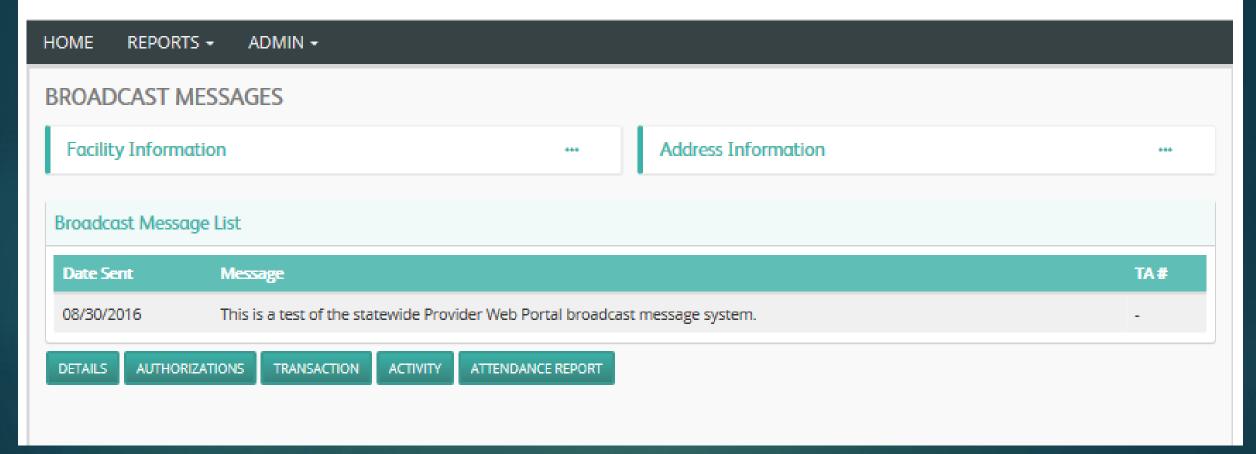


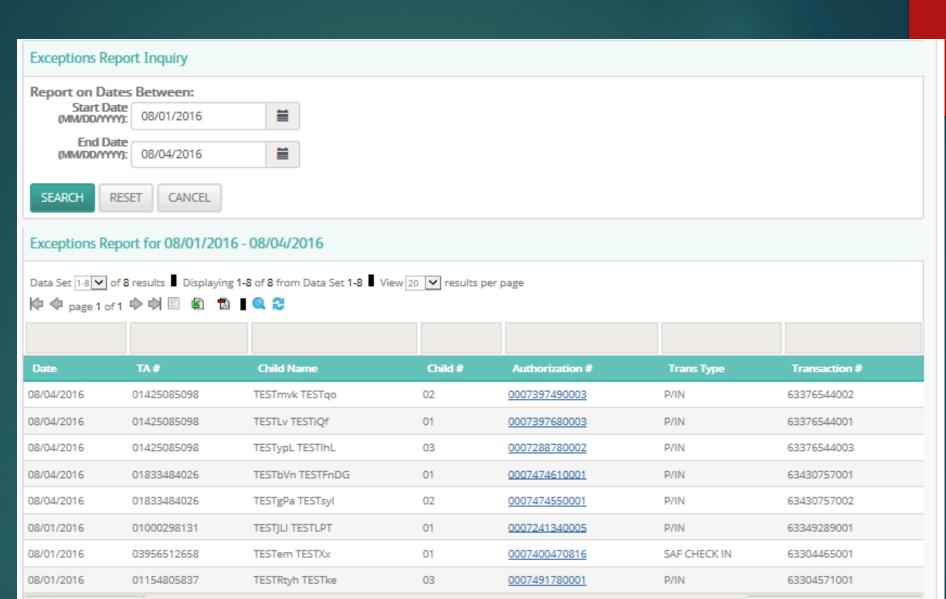




Welcome, JINGER AND PICKELS LLC

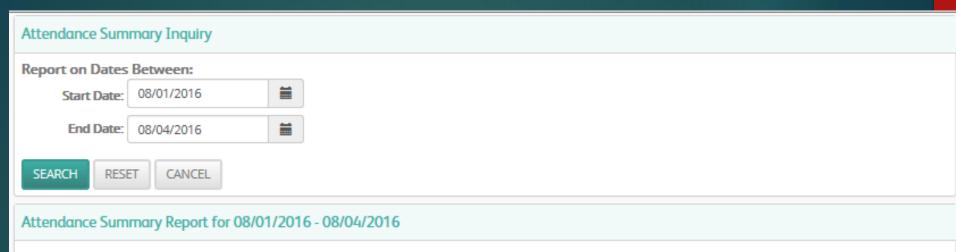
Log-out





page 1 of 1 🌣 🖒

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





TA#	Child#	Child Name	CHECK INs	CHECK OUTs
01000298131	01	TESTJLI TESTLPT	4	3
01030603498	01	TESTtNu TESTwyl	4	4
01030603498	02	TESTnT TESTLsX	4	4
01032434718	01	TESTWK TESTIN	4	4
01032434718	02	TESTIzgi TESTgtS	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	TESTCIC 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