

Application Guide for the Child Care Management System Program

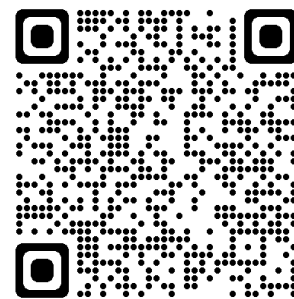


Office of Early Childhood &
Out-of-School Learning

This resource guide provides step-by-step instructions for you to apply for the free, state-funded two-year Child Care Management System Program.

For more information, scan the QR code or visit the [CCMS Program Webpage](#).

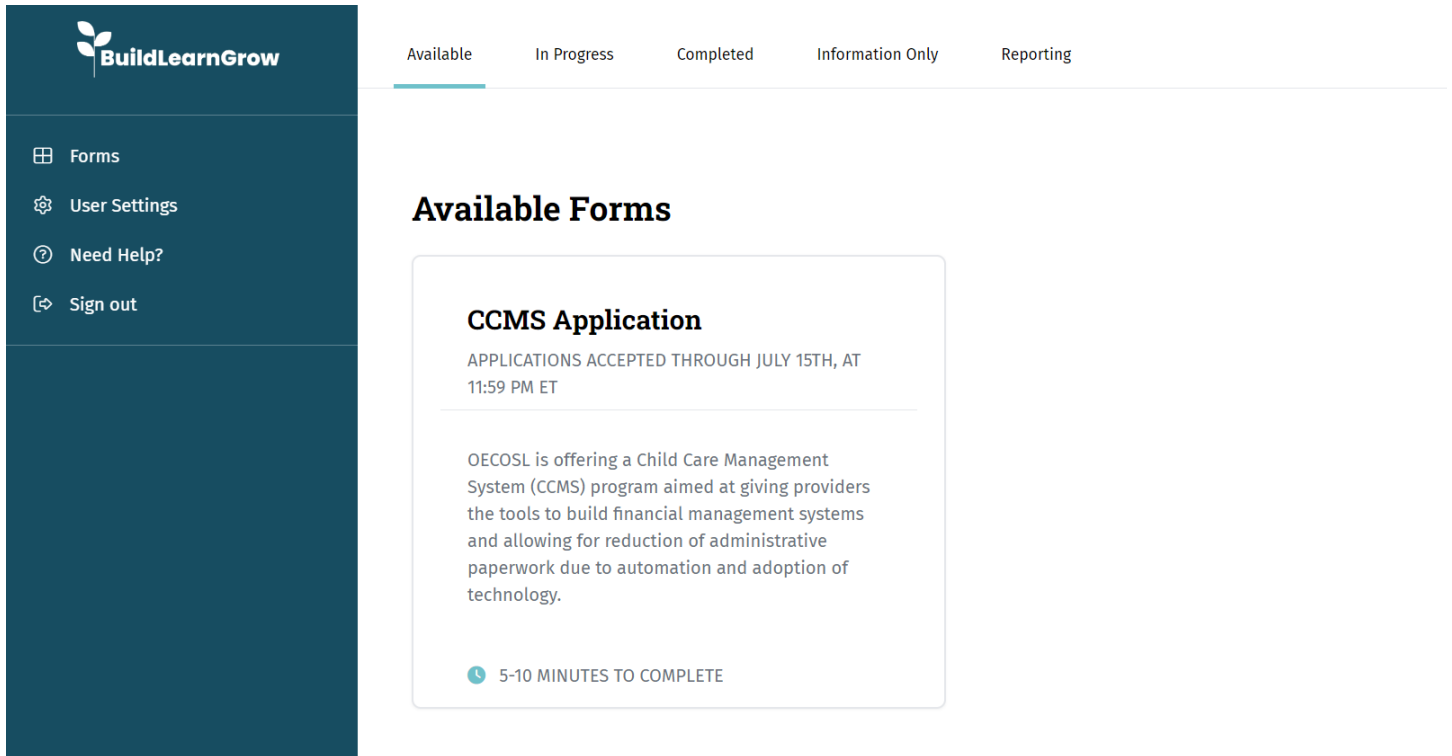
If you have any questions or would like assistance in choosing a CCMS vendor, please contact SPARK Learning Lab by calling 1-800-299-1627 or emailing BusinessSupport@IndianaSPARK.com



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Application

You can apply for a CCMS license by signing into I-LEAD and using the CCMS application portal. The portal allows you to seamlessly sign up and select the desired CCMS vendor all at once.



The screenshot shows a web application interface. On the left is a dark teal sidebar with the 'BuildLearnGrow' logo at the top. Below the logo are four menu items: 'Forms' (with a grid icon), 'User Settings' (with a gear icon), 'Need Help?' (with a question mark icon), and 'Sign out' (with a sign-out icon). At the top of the main content area, there are five tabs: 'Available' (highlighted with a teal underline), 'In Progress', 'Completed', 'Information Only', and 'Reporting'. Below the tabs, the heading 'Available Forms' is displayed. A white card with rounded corners contains the following information: the title 'CCMS Application', a deadline 'APPLICATIONS ACCEPTED THROUGH JULY 15TH, AT 11:59 PM ET', a paragraph of text stating 'OECOSL is offering a Child Care Management System (CCMS) program aimed at giving providers the tools to build financial management systems and allowing for reduction of administrative paperwork due to automation and adoption of technology.', and a timer icon followed by the text '5-10 MINUTES TO COMPLETE'.

Program owners or operators (i.e., Program Administrator in I-LEAD) are responsible for completing applications, which must be done at the site level. A “save” function is available for applicants to close their application and return to complete it later. Below is information required for your application along with screenshots of how the screen will appear during your application. If, for any reason, you begin your application and decide not to participate in the program there is a button you can click to close out your application.

Before You Apply

Program Overview and General Information

Child Care Management Systems (CCMS) are specifically designed to help you automate your day-to-day operations so staff have more time to spend with children and can monitor and manage your program proactively. The state of Indiana recognizes how impactful CCMS can be in building a sustainable business. To support early child care and learning providers, OECOSL is launching a CCMS program in partnership with SPARK Learning Lab to provide free CCMS licenses for two years to eligible providers.

Eligibility

Child Care Management System (CCMS) access will be available to support early child care and education programs that meet the following eligibility criteria:

- Regulated Licensed, registered, or legally licensed exempt with the State
- In good standing and actively serving children

Note that providers that already have a subscription to one of the three preferred vendors can complete the application and be transitioned to the two (2) years of free subscription.

Vendor Information

Using an RFP process, the Office of Early Childhood and Out of School Learning (OECOSL) identified three CCMS vendors: Alliance CORE powered by Early Learning Ventures, brightwheel, and Playground which will provide the two-year free licenses. Before beginning your application there are multiple ways to learn more about each vendor.

Below are direct links to visit each vendor's website:

[Alliance CORE Powered by ELV](#)

[brightwheel](#)

[Playground](#)

The following are guides outlining each vendor's features:



[Alliance CORE Powered by ELV](#)

[brightwheel](#)

[Playground](#)

Finally, you will find a selection guide here: [CCMS Vendor Selection Guide](#)



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If you own a program with multiple site, you will need to submit an application for each site.

Child Care Management System (CCMS) Program Application - 2 Year Funded Opportunity

Application Site



Please select the site for which you will start an application.

- Jane Doe Home Care
- Taylor's Tots (EX-1234)
- Indianapolis Childtime Play (49-11111)

Continue

on automating business systems
tion with families due to
f records such as attendance,

endors: Alliance CORE powered
der that would like to
o date, with the option to

S license is available for each

to begin the process of

transferring the cost of your license to the State for the two year period.

Use the resources below to learn more about the three CCMS Vendors:

- [CCMS Selection Guide](#)

Site Information

You are required to submit the first and last names of a primary contact along with an email address and phone number. It is not required, but you are allowed and there is space to, submit secondary contact information as well.

Site Information

Save

Please check over the information listed below for any detail that is incorrect. If there is an error, please contact OECOSL by reaching out to your local Licensing Consultant listed here. It is not advised that you proceed with this application until you see the correct information displayed here, as otherwise there is no guarantee that the information will be corrected before your application is reviewed.

Program Name	Facility Number:
Business Name	Total Licensed Capacity
Owner/Operator Name:	Mailing Street Line 1:
License Type:	Mailing Street Line 2:
Phone Number:	Mailing Zip Code -----
Email:	Mailing State:

Applicant Contact Information

Primary Contact

First Name *	Last Name *	Role / Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Phone *	
<input type="text"/>	<input type="text"/>	

Secondary Contact

First Name	Last Name	Role / Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Phone	
<input type="text"/>	<input type="text"/>	

Next

CCMS Selection

You will be asked to provide your current CCMS user status. If you do not currently use a CCMS, you will be asked which CCMS vendor you would like to choose for your free two-year license (pictured below).

Child Care Management System (CCMS) Vendor Selection

Save

Which CCMS do you currently use? Respond "I do not have a CCMS" if you do not currently have one.

- Alliance CORE Powered by Early Learning Ventures ([View Guide](#))
- Brightwheel ([View Guide](#))
- Playground ([View Guide](#))
- I have a different CCMS
- I do not have a CCMS


Which CCMS vendor would you like to choose through this program?

- Alliance CORE Powered by Early Learning Ventures ([View Guide](#))
- Brightwheel ([View Guide](#))
- Playground ([View Guide](#))
- Unsure
- I do not wish to participate

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Next

If you select "Unsure" on the Vendor Selection page, you will have the option of scheduling time with a SPARK Business Coach. Business coaches will help you decide which features are most important to your business and select the vendor that can meet your unique needs.



Child Care Management System (CCMS) Decision Support

🕒 30 min

Set a time with a SPARK Business Coach to support you with your Child Care Management System (CCMS) decision making process.

[Click here for additional information on the available options.](#)

Powered by Calendly

Select a Date & Time

< March 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
					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

Time zone
🌐 Eastern Time - US & Canada (9:50am) ▾

If your program has an existing license with one of the three preferred vendors, you will have the option to switch vendors, keep your existing vendor or not participate. If your program has an existing license with another vendor outside of this list, you are still eligible to participate in the program. However, you will be responsible for managing the contract with your existing vendor.

Child Care Management System (CCMS) Vendor Selection

Save

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- Unsure
- I do not wish to participate

Please be aware that switching CCMS platforms may require you to move/migrate or recreate your existing data.

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Terms and Conditions

You will be required to review and confirm you understand and agree to the terms and conditions of the grant including, but not limited to:

- Maintain status as a regulated licensed, registered, or legally licensed exempt CCDF provider and remain in good standing with OECOSL.
- Provide accurate provider information to the best of the Grantee's knowledge and promptly notify OECOSL of any changes to the provided information, including the closure of the childcare program.
- Agree to engage SPARK Learning Lab for technical assistance and support as needed.
- Adhere to all licensing and data sharing agreements set forth by the CCMS vendor chosen.
- Respond to and cooperate with data collection and analysis efforts as requested by OECOSL or SPARK Learning Lab.
- Maintain active use of the CCMS software. Failure to do so may result in the CCMS license being suspended.

A goal of this program is to introduce child care providers and networks to the advantages of partnership. Providers and networks are strongly encouraged to continue this partnership with their own investments following the first two years. Please be aware that if you choose to continue utilizing CCMS services made available by the Preferred Vendor List past the initial State-funded two-year period, you will be solely responsible for required payments.

Review Application and Finish

Review your information for accuracy and click submit. Please note that submitted applications are final and will not be reopened for edits. After you accept your final submission, your primary contact will receive a confirmation email.

OECOSL has partnered with SPARK Learning Lab to provide support and technical assistance for providers. Business coaches can assist with:

- General Information about the CCMS program
- Selecting a vendor
- Submitting your application

For additional questions and support about the CCMS program, contact SPARK Learning Lab: By calling 1-800-299-1627 or emailing BusinessSupport@indianaspark.com

After you Apply

The following outlines the post application process:



SPARK Outreach

Within 1-2 business days following submission

- SPARK Learning Lab will contact the Primary Applicant via email to provide resources to support you in your CCMS journey.
- SPARK will be available to answer any questions and provide support throughout the post application process.



CCMS Vendor Onboarding

Within 1 week following submission

- The Primary Applicant will be contacted by the CCMS vendor of choice to begin the onboarding process.
- The onboarding process is different for each vendor, but typically takes between 1 – 4 weeks.
- CCMS license and access will be provided.

NOTE – This step is not applicable if you are already using a preferred vendor.



SPARK Support

Any time after vendor onboarding

- SPARK Learning Lab is available for support and technical assistance following CCMS vendor onboarding.
- Your CCMS vendor is also available to support with CCMS system functionality.





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