

Child Care Information Data System (CCIDS) Quick Facts Sheet

CCIDS Provider Portal

The Provider Portal is a web application that eligible providers must use to complete a Provider Agreement, Rate form and Bank form with ODJFS. The purpose of this agreement is to allow ODJFS to issue payments to providers for serving eligible subsidized children. Providers will no longer contract with CDJFS agencies.

Where can I get more information?

There is a web page available on the Child Care in Ohio Website

<http://www.ifs.ohio.gov/cdc/childcare.stm> (the CCIDS web page link is in the bottom right hand corner) or by going to www.ccidsportal.ohio.gov There are provider portal instructions, copies of letters, email blasts and other communications available on the web page.

How do I get my user ID to be able to use the Provider Portal?

Once a provider is licensed/certified and their information is entered into Rumba, an email is generated over night when the batch process runs and is sent to the CCIDS Help Desk. The CCIDS Business Unit processes the emails and sends the provider a user ID and provider portal instructions. The provider can call the CCIDS Help Desk the day after they are licensed/certified to get their user ID if they need to complete a provider agreement ASAP. If a provider is not interested in signing a provider agreement with the state, they can disregard the mailing.

What do I do with my DMA form?

Some providers need to complete a DMA form for Homeland Security. This can be done electronically but some providers may choose to complete the forms and mail to ODJFS. For Columbus folks, there is a Child Care Automation Business Unit mailbox at the front of the OFAM side of the house. All forms can be mailed to the following address:

Ohio Department of Job and Family Services
Office of Families and Children
Bureau of Operations, CCASS
Business Unit
P.O. Box 183163
Columbus, Ohio 43218-3163

Who do I call for help?

Please send all providers with questions related to CCIDS to the CCIDS Help Desk 1-877-302-2347, option 2

Or email CCIDS_help_desk@ifs.ohio.gov

Licensed providers may contact their licensing specialist if they need their mailing address updated in Rumba.

SUTQ providers may contact their SULTS if they don't see the correct rating when using the provider portal. Please forward those questions to the CCIDS Help Desk.