
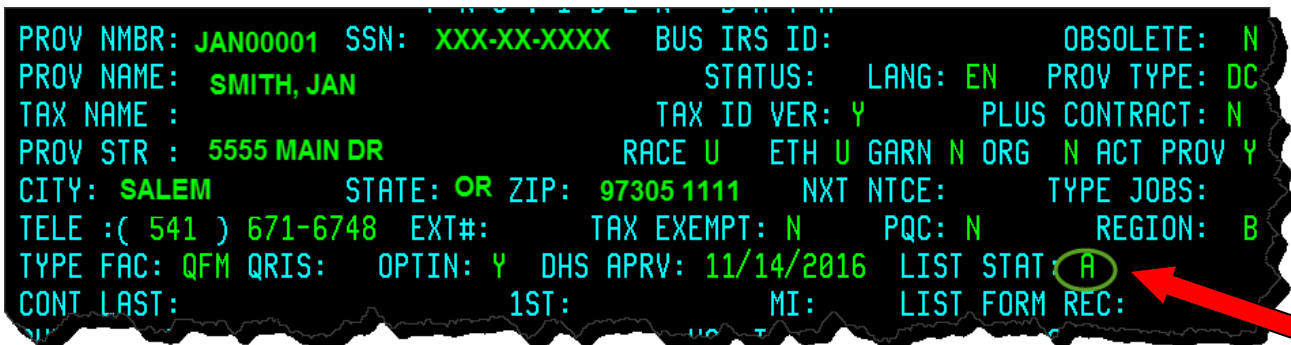


Child Care Provider Connection Process		Yes	No
Step 1	Does the client know who their intended provider is?	<ul style="list-style-type: none"> • Yes (see below for next step) 	<ul style="list-style-type: none"> • No The client does not have a provider Go to Step 3
	Search for the provider on the Direct Pay Provider List (DPPL) screen (see 1.1 below for instructions)	Did you locate the provider's name on the DPPL screen? <ul style="list-style-type: none"> • Yes Then mark the space before the provider's name and press F17, this will take you to the DPPM screen (see below next step) 	<ul style="list-style-type: none"> • No Go to Step 2
	On DPPM screen find the LIST STAT field (see 1.2 for an example)	Is there an "A" in the LIST STAT field? <ul style="list-style-type: none"> • Yes There is an "A" is LIST STAT field (see below for next step) 	<ul style="list-style-type: none"> • No Go to Step 2
	"A" in LIST STAT send an electronic provider connect to DPU	The electronic provider connect has been sent? <ul style="list-style-type: none"> • Yes The connection process is complete 	<ul style="list-style-type: none"> • No Send a connection email to DPU.childcare@dhs.state.or.us
Step 2	When the providers LIST STAT is not an "A" or the providers name is not listed on DPPL use either form 7494 or 7494d (see below)		
	DHS 7494 Provider Listing form <i>(Check the revision date on the forms server to ensure you are using the correct version of the 7494)</i>	Should you give a Provider Listing (7494) form to the parent? (for more detailed information on 7494 see 2.1)	<ul style="list-style-type: none"> • Yes If you are able to determine ERDC eligibility quickly • No If you are pending and ERDC eligibility will be delayed (see 7494d)
	DHS 7494d Provider Pre-list form	Should you give a Provider Pre-list (7494d) form? (for more detailed information on 7494d see 2.2)	<ul style="list-style-type: none"> • Yes If you are sending a pend notice and ERDC eligibility will be delayed • No If you are able to determine ERDC eligibility quickly (see 7494)
Step 3	Client does not have an intended provider	Refer to 211	<ul style="list-style-type: none"> • Yes A referral was given. Start at Step 1 when client calls with provider name • No A referral needs to be given (see 3.1)

1 To determine if the provider is a DHS listed provider:

From a blank DHS screen type DPPL(enter). This allows you to search for a provider by NAME, SSN, IRS#, PHONE, CITY, ADDRESS, OCC#, RS# or EMAIL. **Note: The % is the wild card that can be used when searching for a provider.**

2 DPPM



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PROV NMBR: JAN00001  SSN: XXX-XX-XXXX  BUS IRS ID:          OBSOLETE: N
PROV NAME:  SMITH, JAN          STATUS:          LANG: EN  PROV TYPE: DC
TAX NAME :                   TAX ID VER: Y          PLUS CONTRACT: N
PROV STR :  5555 MAIN DR          RACE U  ETH U  GARN N  ORG  N  ACT  PROV  Y
CITY:  SALEM          STATE: OR  ZIP: 97305 1111  NXT NTCE:          TYPE JOBS:
TELE :( 541 ) 671-6748  EXT#:          TAX EXEMPT: N      PQC: N          REGION: B
TYPE FAC: QFM  QRIS:          OPTIN: Y  DHS APRV: 11/14/2016  LIST STAT: A
CONT LAST:                   1ST:          MI:          LIST FORM REC:
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An “A” in the LIST STAT field means the provider is listed and active with DHS. Send DPU a *completed Electronic Provider Connect*.

Important: Be sure to have a conversation with the client to ensure you are reporting the parent and provider’s relative status correctly on the Electronic Provider Connect.

2.1 DHS 7494 Provider Listing form:

Give the client a 7494 when they know who their intended provider is and;

- The provider’s name is listed on DPPL, but their LIST STAT is F, P, D, I, S or C, or
- The intended provider name is not found on DPPL, and
- In both scenarios you will be able to determine eligibility and code the case on UCMS within a few days.

2.2 DHS 7494d Pre-list form:

Give the client a 7494d when the client knows who their intended provider is and;

- The provider’s name is listed on DPPL, but their LIST STAT is F, P, D, I, S or C, or
- The intended provider name is not found on DPPL, but
- A pend notice will need to be sent out for additional information causing a delay in processing the clients application. The Pre-list allows the provider’s listing process to start while the client’s application is pending.

Important: When a prelist is given to an ERDC client, let the client know the provider or the client must contact you or DPU once the provider is approved. A connection between the parent and provider cannot be made without a follow-up phone call.

3 What to do when the ERDC client does not have a child care provider:

Refer the client to 211info when they do not have a child care provider. 211info will give the parent names of child care providers who fit the parents’ requirements. To contact 211info **DIAL 211** toll free, text your ZIP code to **898211**; email @211info.org; or visit 211.info.org.