

Market Rate Survey

PELICAN – Provider Self-Service


Market Rate Survey

PELICAN – Provider Self-Service


Welcome! Please Sign In

- SIGN IN** to the workshop by entering your **FIRST and LAST name** into the Question box. If multiple members of your site are viewing this webinar at one location, enter all names of viewers.
- If you are on a tablet or phone, the question box may appear somewhere else on the screen.
- If you are on a tablet or phone and *do not* see a question box, email your name to membership@pacca.org

SIGN IN



12/4/2019




Market Rate Survey

PELICAN – Provider Self-Service

Webinar Housekeeping Items


- Attendees are in **listening** only mode.
- If you are on a tablet or phone and do not see a question box, email your name to membership@pacca.org
- If you are having problems with the sound ... you can click on the telephone in the Audio drop-down menu. A call-in number will be listed

Questions?



Technical Support:
Theresa Rine 717-657-9000 x 101 or
membership@pacca.org

12/4/2019



Presenter



- Leslie Shaw**, Program Representative OCDEL





12/4/2019

4

Agenda

- Market Rate Survey (MRS) Discussion
- Account Management in PSS
- Update MRS and Subsidy Provider Profile
- Enter Rates
- PSS Upcoming Changes
- Questions

12/4/2019

5

Market Rate Survey Discussion

It is time to update your program's private pay rates in the Office of Child Development and Early Learning's (OCDEL) Provider Self Service (PSS) system.

- A Market Rate Survey (MRS) letter was issued from the Early Learning Resource Centers to all regulated Providers.
- Rates entered for the survey must be the amount you charge to your private pay clients.
 - Enter your published rates
 - Do not enter what you believe the rate *should* be.
- Enter rates directly into PSS by December 31, 2019.
- Your participation in the MRS is important for analysis and reporting purposes.**

12/4/2019

Account Management

Login to PSS: www.pelican.state.pa.us/provider

Link to your Organization

To review/update your location's provider profile, ELRC correspondence, access the Early Learning Network or SLDS access by linking to your organization. Hover over the "Link to your organization" button to find your MPI ID.

MPI ID (required) Tax ID (required)

What do you need to access? (required)

If you require access to both ELRC Invoicing and Correspondence/Licensing and the Early Learning Network/SLDS, please submit two separate requests.

☐ ELRC Invoicing and Correspondence/Licensing

☐ Early Learning Network (PA Pre-K Counts, Head Start, Keystone STARIS)

☐ Early Learning Network (Optional SLDS Data)

☐ None, returns to PSS home page

Note: This is a secure page and the information you enter here is protected. You must provide an MPI ID and Tax ID to maintain provider services information. For assistance in locating your MPI ID, contact your Help Desk by clicking [Contact Us](#).

[Resources](#) [FAQs](#) [Contact Us](#)

After user registration, login and link to your Organization

Note: The first person to link their organization to access ELRC Invoice and Correspondence/Licensing becomes the Account Manager.

This person is notified when another person in their organization requests access to PSS.

12/4/2019

7

Account Management cont.

The role of the Account Manager is...

To manage access roles for your organization...

1. Login to PSS: www.pelican.state.pa.us/provider


Select User	User ID	First Name	Last Name	Email	Last Changed
<input type="checkbox"/>	ELRCMGR01	User	Admin01	ELRCMGR01@pa.gov	ELRCMGR01
<input type="checkbox"/>	ELRCMGR02	User	Admin02	ELRCMGR02@pa.gov	ELRCMGR02

- Expand the **My Account** menu
- Click **Manage Users**
- Select the desired user, then click [MODIFY USER]

12/4/2019

8

Account Management cont.



The role of the Account Manager...

Modify User: User atpnet51

Activate/deactivate users

Allow access to various parts of PSS


Assign Account Manager role to another user

Allow access to other locations within the organization

12/4/2019

9

Update MRS and Subsidy Provider Profile



Once you establish a User ID and get approved access to PSS, go to the Provider Profile to update your rates for the MRS.

PROVIDER PROFILE

Manage Location Demographic Information

Manage Closed Days

Manage Rates

Manage Service Schedules

DESCRIPTION


LAST UPDATED ON

LAST UPDATED BY

12/4/2019

10

Update Subsidy Provider Profile



Manage Private Pay Rates!

PROVIDER PROFILE

Location Rates Summary


Private Pay Rates

Note: These rates will be displayed to the public through the COMPASS Provider Search.

12/4/2019

11

Enter Rates



Enter the Private Pay Rate Effective Date of 1/01/2020 or later to assure your rates are included in the MRS even if your rates remain the same!

Edit Private Pay Rates

Current Effective Date

Private Pay Rate Effective Date

Payment Frequency

12/4/2019

12

Conversion Page

EDIT Private Pay Rates

Select the date when the provider rates will become effective. Then, select a payment frequency from the Payment Frequency dropdown list based on how your organization charges its rates. If your location offers both daily and weekly rates, please select weekly from the Payment Frequency dropdown list. Then, enter your rates and click "Convert". Review your converted rates and then click "Save".

Notes: If a payment frequency other than daily is selected, the rates will display in a daily format upon clicking "Convert". Rates are displayed in this format so that they indicate the way they are displayed to the public through the COMPASS Child Care and Early Learning Program Search.

Effective Effective Date: 12/01/2019 ☐ Day ☒ Weekly ☐ Bi-Weekly ☐ Monthly

Private Pay Rate Effective Date: 12/01/2019 ☐ Day ☒ Weekly ☐ Bi-Weekly ☐ Monthly

Accepted Standard Rate for New School Year? ☐ Yes ☒ No

Standard Rate Effective Date: 12/01/2019 ☐ Day ☒ Weekly ☐ Bi-Weekly ☐ Monthly

Convert

Save Rates

You are about to save your private pay rates. You must select the "Save and Submit Rates" option under the rates to display to the public through the COMPASS Child Care and Early Learning Program Search and be sent to the ELRC office.

If you choose the "Save and Return Later" option, you must click "Update" and select the "Save and Return Later" for the changes to be saved.

Save may only be submitted once daily.

☐ Save and Submit Rates
☐ Save and Return Later

CANCEL CONTINUE

12/4/2019 13

- After clicking convert, review the daily rates to ensure the weekly rates entered are correct and click **SAVE**.
- Click **Save and Submit Rates**.
- Click **CONTINUE**.

Submit Rates

If the radio button for Save and Submit Rates was clicked, the confirmation message appears, and the Private Pay Rate Status is updated to **SUBMITTED**. You must Save and Submit Rates for the rates to display to the public through the COMPASS Child Care and Early Learning Program Search (www.findchildcare.pa.gov) and be submitted to the ELRC office as a response to the 2019 MRS.

Location Rates Summary

Private Pay Rates have been submitted successfully. These rates will display to the public through the COMPASS Child Care and Early Learning Program Search and will be sent to the ELRC office.

Select Provider Location:

Rates Screen as of: 12/01/2019 **DISPLAY RATES**

Provider Type	Accepted Standard Rate?	Standard Rate Effective Date	Private Pay Rate Status
Center	Yes	01/01/2020	Submitted

Private Pay Rates (Daily Rates)

Level of Care	Infant (0-24 Mos.)	Young Toddler (25-36 Mos.)	Older Toddler (37-48 Mos.)	Preschool (49 Mos. - Pre-King 5)	Young School Age (5-10 Yrs.)	Old School Age (11-18 Yrs.)
Full Time	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
Part Time	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

RETURN TO PROFILE SUMMARY **VIEW HISTORY** **UPDATE**

12/4/2019 14

Submit Rates cont.

If the radio button for Save and Return Later was clicked, the confirmation message appears, and the Private Pay Rate Status is updated to **NOT SUBMITTED**.

Location Rates Summary

Private Pay Rates have been saved. For the rates to display to the public through the COMPASS Child Care and Early Learning Program Search and be sent to the ELRC office, you must click "Update" and select the "Save and Submit Rates" option.

Select Provider Location:

Rates Screen as of: 12/01/2019 **DISPLAY RATES**

Provider Type	Accepted Standard Rate?	Standard Rate Effective Date	Private Pay Rate Status
Center	Yes	01/01/2020	Not Submitted

Private Pay Rates (Daily Rates)

Level of Care	Infant (0-24 Mos.)	Young Toddler (25-36 Mos.)	Older Toddler (37-48 Mos.)	Preschool (49 Mos. - Pre-King 5)	Young School Age (5-10 Yrs.)	Old School Age (11-18 Yrs.)
Full Time	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
Part Time	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

RETURN TO PROFILE SUMMARY **VIEW HISTORY** **UPDATE**

12/4/2019 15

PSS Discussion Questions?

Call the Project Help Desk if you need Help!

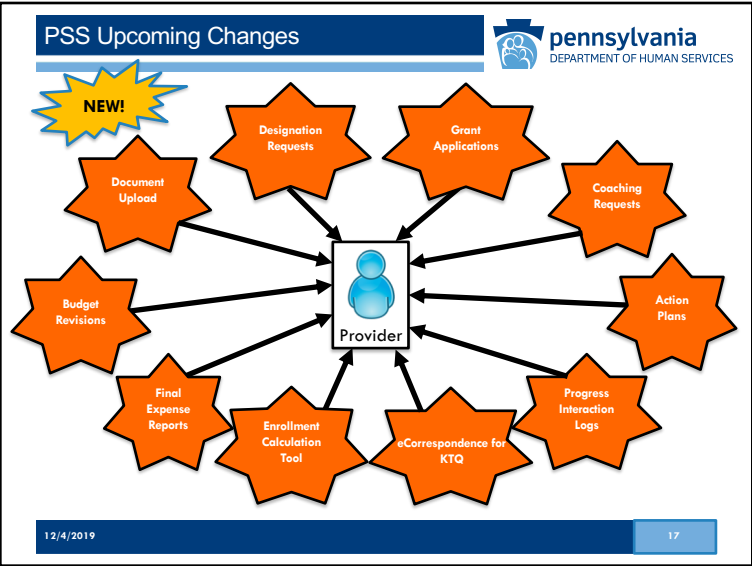
877-491-3818
Option #2 twice

Or email

Ra-eln@pa.gov



12/4/2019 16



PSS Upcoming Changes cont.

Welcome to Provider Self-Service (PSS)

System Broadcast Messages (0/0) View More

No Broadcast Message to display

Click on the fields below to expand and view additional options.

- INVOICE: Manage attendance invoices and view enrollments
- PROVIDER PROFILE: Manage location demographic information
- KEYSTONE STARS: Submit and manage Designation Requests, Grant applications, and Coaching Requests
- EARLY LEARNING NETWORK: Access and manage early learning and auto information
- LICENSING: Apply for manage my certification training information
- CORRESPONDENCE: Manage my ELLC correspondence settings and view correspondences
- MY ACCOUNT: Manage my account and organization access

Broadcast messages will be clearly visible on the home screen after login

12/4/2019 18

PSS Upcoming Changes cont.

INVOICE & CORRESPONDENCE
Manage attendance invoices and view enrollments and correspondences

- View Attendance Invoices
- View Payment Information
- Manage Attendance Invoice Participation
- View Correspondences

PROVIDER PROFILE
Manage location demographic information

- Manage Location Demographic Information
- Manage Closed Days
- Manage Rates
- Manage Service Schedules
- Manage Correspondence Settings

INVOICE
Manage attendance invoices and view enrollments

- View Attendance Invoices
- View Payment Information
- Manage Attendance Invoice Participation

CORRESPONDENCE
Manage my ELLC correspondence settings and view correspondences

- Manage Correspondence Settings
- View Correspondences

Some menu items will be moved

12/4/2019 19

PSS Upcoming Changes cont.

Welcome to Provider Self-Service (PSS)

System Broadcast Messages (0/0) View More

No Broadcast Message to display

Click on the fields below to expand and view additional options.

- INVOICE: Manage attendance invoices and view enrollments
- PROVIDER PROFILE: Manage location demographic information
- KEYSTONE STARS: Submit and manage Designation Requests, Grant applications, and Coaching Requests
- EARLY LEARNING NETWORK: Access and manage early learning and auto information
- LICENSING: Apply for manage my certification training information
- CORRESPONDENCE: Manage my ELLC correspondence settings and view correspondences
- MY ACCOUNT: Manage my account and organization access

Keystone Stars related activities will be available

12/4/2019 20

PSS Discussion Questions?





Call the Project Help Desk if you need Help!

877-491-3818
Option #2 twice


Or email
Ra-eln@pa.gov

Market Rate Survey
PELICAN – Provider Self-Service

THANK YOU

REMEMBER - IF YOU DID NOT SIGN IN AT THE BEGINNING OF THE WEBINAR, SIGN IN NOW IN THE QUESTION BOX.

- FOLLOWING THIS WEBINAR, YOU WILL RECEIVE A LINK TO AN EVALUATION.
- A RECORDING OF THIS AND THE OTHER WEBINARS WILL BE AVAILABLE IN THE PACCA WEBSITE AT PACCA.ORG
- IF YOU DO NOT YET BELONG TO PACCA, NEW MEMBERS JOIN FOR 50% OFF NOW THROUGH 3/31/20!



12/4/2019 22

Market Rate Survey PELICAN Provider Self-Service


Market Rate Survey
PELICAN – Provider Self-Service

DO YOU NEED MORE INFORMATION ON HOW TO SET YOUR RATES?

JOIN US FOR
"SETTING YOUR RATES - THE COST OF QUALITY AND THE MARKET RATE SURVEY"

PRESENTED BY
MARY GRAHAM, CHILDREN'S VILLAGE, PHILADELPHIA
DIANA VERBECK, DANVILLE CHILD DEVELOPMENT CENTER, DANVILLE

TUESDAY, DECEMBER 17 1:00 - 2:30 PM
REGISTER AT: [HTTPS://BIT.LY/2Lm9Gn3](https://bit.ly/2Lm9Gn3) (GO TO [HTTPS://PACCA.ORG](https://pacca.org) AND CLICK ON "NEWS AND EVENTS" AND THEN "EVENT CALENDAR")



12/4/2019 23

Market Rate Survey PELICAN Provider Self-Service



thank you 😊





Market Rate Survey PELICAN Provider Self-Service