

# IPKIS Electronic Invoice Submission

August 10<sup>th</sup>, 2016

# Summary

- The IPKIS Provider Portal will now allow users for which electronic signatures have been uploaded to submit OMW PreK and IndyPSP grants for payment.
- User will have the ability to add an electronic signature and approval date to invoice PDF.
- Submitted invoice records will be displayed for OECOSL/UWCI approval in IPKIS
- No more snail mail/secure email needed!

# Grant Children

User Acceptance Testing

 **Indiana PreK Provider Portal System**  
Warren Early Childhood Center (1100118)

Facility:

[Home](#) [Help](#) [Sign Out](#)

Grant Children | Attendance | Report | Administration | **Security**

**Provider Name:** Warren Early Childhood Center  
**License #:** 1100118  
**Email Address:** cgeards@warren1100118.in.us

**Type:** Licensed Center  
**PTQ:** 4  
**Phone #:** (317)869-4750

**Address:** 1401 N. Mitthoefer Rd.  
**City/State:** Indianapolis IN  
**County:** Marion

[Grant Children](#) | [Grant Approval](#) | [Approved Grants](#) | [Submitted Invoices](#)

School Year:

Click View Grant from the results below to open/print the grant

Search Results (95)

	Case Number	Child	Grant Begin	Grant End	Program	Program Type	Date Of Birth	School Year	Hours/Week	Weeks/Year	Provider Rate	Reimbursement Rate	Child Status
 <a href="#">View Grant</a>	13552-1		07/27/2015	05/25/2016	Indy PSP	Type C	12/26/2011	2015 - 2016	20.00	36	\$2,565.00	\$3,390.00	Completed School Year
 <a href="#">View Grant</a>	33381-1		07/27/2015	05/25/2016	OMW	Type A	4/8/2011	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year
 <a href="#">View Grant</a>	14205-1		07/27/2015	05/25/2016	Indy PSP	Type A	9/1/2011	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year
 <a href="#">View Grant</a>	15442-2		07/27/2015	05/25/2016	OMW	Type A	2/25/2011	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year
 <a href="#">View Grant</a>	14730-2		07/27/2015	05/25/2016	OMW	Type A	2/11/2011	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year
 <a href="#">View Grant</a>	34729-1		07/27/2015	05/25/2016	Indy PSP	Type C	10/6/2011	2015 - 2016	20.00	36	\$2,565.00	\$3,390.00	Completed School Year
 <a href="#">View Grant</a>	34900-1		07/27/2015	05/25/2016	Indy PSP	Type A	6/25/2011	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year
 <a href="#">View Grant</a>	14800-2		07/27/2015	05/25/2016	OMW	Type A	2/16/2011	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year
 <a href="#">View Grant</a>	30615-1		07/27/2015	05/25/2016	OMW	Type C	1/16/2011	2015 - 2016	20.00	36	\$2,565.00	\$3,390.00	Completed School Year
 <a href="#">View Grant</a>	32639-1		07/27/2015	05/25/2016	OMW	Type A	11/16/2010	2015 - 2016	35.00	36	\$6,800.00	\$6,800.00	Completed School Year

Page size: 10

95 items in 10 pages

# Grant Children

- Grant Approval, Approved Grants, and Submitted Invoices tabs have been added to the Grant Children section of the IPKIS Provider Portal

Indiana PreK Provider Portal System  
Wayne Township Preschool

Facility: Wayne Township Preschool

On My Way Pre-K

Grant Children | Attendance | Report | Administration | Security

Provider Name: Wayne Township Preschool  
License #: 1100077  
Email Address: [Redacted]

Type: Licensed Center  
PTQ: 4  
Phone #: (317)988-7900

Address: 1155 S. High School Road  
City/State: Indianapolis IN  
County: Marion

Grant Children | Grant Approval | Approved Grants | Submitted Invoices

Approve for Payment

Select grant(s) from the results below to approve for payment.

Select All	Case Number	Child First Name	Child Last Name	Program	Program Type	School Year	Installment Semester	Semester Begin Date	Semester End Date	Payment Amount
<input type="checkbox"/>	13361-1	Ry'Leigh	[Redacted]	Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00
<input type="checkbox"/>	13458-2	Haven	[Redacted]	OMW	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00
<input type="checkbox"/>	13811-1	Mario	[Redacted]	Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00

Search Results (20)

# Grant Approval

- Grant Approval tab will display grants assigned to your facility which are eligible to be submitted for payment
- 1<sup>st</sup> semester grants for the 2016/2017 school year will be displayed effective 9/1/6
- Grants will not be displayed in the Grant Approval grid until 14 days following grant begin date
- Users will not be permitted to submit grants for which recent attendance has not been received

# Grant Approval

- Grant records can be selected individually, in groups, or en masse and approved for payment
- Clicking Approve For Payment button will add an Approval Date to the grant record(s) selected.
- Grants which have been approved will be moved from the Grant Approval tab to the Approved Grants tab

# Approved Grants

**Indiana PreK Provider Portal System**  
Wayne Township Preschool

Facility: Wayne Township Preschool

On My Way Pre-K

Grant Children Attendance Report Administration **Security**

Provider Name: Wayne Township Preschool  
License #: 1100077  
Email Address: kathryn.raasch@wayne.k12.in.us

Type: Licensed Center  
PTQ: 4  
Phone #: (317)988-7900

Address: 1155 S. High School Road  
City/State: Indianapolis IN  
County: Marion

Grant Children Grant Approval **Approved Grants** Submitted Invoices

Submit OMW PreK Invoice Submit IndyPSP Invoice

Search Results (4)

	Case Number	Child First Name	Child Last Name	Program	Program Type	School Year	Installment Semester	Semester Begin Date	Semester End Date	Payment Amount	Approval Date
<a href="#">✖ Remove</a>	13458-2		Chappell	OMW	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 9:13:47 AM
<a href="#">✖ Remove</a>	13811-1		Ncube	Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 10:09:44 AM
<a href="#">✖ Remove</a>	13938-2		Harvey	OMW	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 10:09:44 AM
<a href="#">✖ Remove</a>	14875-1		Ughulu	Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 10:09:44 AM

- Grants which have been approved in error can be removed from the Approved Grants tab by clicking Remove. Records which are removed will be returned to the Grant Approval tab.
- User will be required to submit OMW PreK and Indy PSP grants separately by clicking the corresponding submit button.
- Selecting Submit Invoice will generate an invoice for all approved grant records assigned to that program – OMW or PSP

# Submitting Grants for Payment

- Clicking Submit Invoice will display a pop-up message with options for Sign Invoice and Cancel

The screenshot displays a web interface for a provider. At the top, it shows provider details: Wayne Township Preschool, License #: 1100077, and Email Address: kathryn.raasch@wayne.k12.in.us. The provider type is 'Licensed Center' and the address is 1155 S. High School Road, Indianapolis IN, Marion County. Below this, there are two buttons: 'Submit OMW PreK Invoice' and 'Submit IndyPSP Invoice'. A table lists four children with their case numbers and first names, each with a 'Remove' link. A pop-up window is centered on the screen with the title 'Additional response is needed before the Invoice can be made'. The pop-up contains two paragraphs of text and two buttons: 'Sign Invoice' and 'Cancel'. To the right of the pop-up, there is a 'Search Results' table with columns for 'Payment Amount' and 'Approval Date', showing four rows of data.

Provider Name: Wayne Township Preschool  
License #: 1100077  
Email Address: kathryn.raasch@wayne.k12.in.us

Type: Licensed Center

Address: 1155 S. High School Road  
City/State: Indianapolis IN  
County: Marion

Submit OMW PreK Invoice Submit IndyPSP Invoice

Case Number	Child First Name	Child Last Name
<a href="#">Remove</a>	13458-2	Haven
<a href="#">Remove</a>	13811-1	Mario
<a href="#">Remove</a>	13938-2	Allen
<a href="#">Remove</a>	14875-1	Deborah

Additional response is needed before the Invoice can be made

The individual who submits this invoice is responsible and accountable for the completion, accuracy and validity of all claims submitted by program, program's employees or program's agents. By clicking the 'Sign Invoice' button, the program understands this will submit these approved grants for payment by the state. Any submission of false claims, statements and documents or the concealment of material fact will be grounds for disapproval from the On My Way Pre-K grant and prosecution under applicable State Law.

Payments will be processed following state requirements and time limits followed by all state agencies. Payments will be made net 35 days from the date the claim is approved by FSSA and submitted for payment processing. Any over-payments or payment received for services not rendered will result in a required repayment to the State and that the State shall pursue all available remedies to obtain repayment.

Sign Invoice Cancel

Search Results

Payment Amount	Approval Date
\$1,632.00	8/10/2016 9:13:47 AM
\$1,632.00	8/10/2016 10:09:44 AM
\$1,632.00	8/10/2016 10:09:44 AM
\$1,632.00	8/10/2016 10:09:44 AM

# Submitting Grants for Payment

- If Sign Invoice is selected, an invoice record (PDF) will be generated and a banner message will be displayed indicating that invoice has been generated and showing invoice number. Electronic signature and approval date will be added to invoice PDF.

Indiana PreK Provider Portal System  
Wayne Township Preschool

Facility: Wayne Township Preschool

Grant Children Attendance Report Administration Security

Provider Name: Wayne Township Preschool  
License #: 1100077  
Email Address: kathryn.raasch@wayne.k12.in.us

Type: Licensed Center  
PTQ: 4  
Phone #: (317)988-7900

Address: 1155 S. High School Road  
City/State: Indianapolis IN  
County: Marion

Grant Children Grant Approval **Approved Grants** Submitted Invoices

Invoice PreK151908 have been generated.

Submit OMW PreK Invoice Submit IndyPSP Invoice

Search Results (2)

	Case Number	Child First Name	Child Last Name	Program	Program Type	School Year	Installment Semester	Semester Begin Date	Semester End Date	Payment Amount	Approval Date
<a href="#">✖ Remove</a>	13811-1	Mario		Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 10:09:44 AM
<a href="#">✖ Remove</a>	14875-1	Deborah		Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 10:09:44 AM

# Submitted Invoices

- Invoices which have been submitted and signed will be displayed on the Submitted Invoices tab. IPKIS will default to displaying details for the most current invoice. Previously submitted invoices can be viewed by selecting the appropriate invoice from the Invoice dropdown.

The screenshot displays the Indiana PreK Provider Portal System interface for Wayne Township Preschool. The header includes the system name, facility name, and navigation links. The main content area shows provider details and a navigation bar with tabs for Grant Children, Grant Approval, Approved Grants, and Submitted Invoices. A dropdown menu is open for the Submitted Invoices tab, showing a list of invoices. A red arrow points to the dropdown menu. Below the dropdown, a table displays the details of the selected invoice.

**Indiana PreK Provider Portal System**  
Wayne Township Preschool

Facility: Wayne Township Preschool

Grant Children | Attendance | Report | Administration | **Security**

Provider Name: Wayne Township Preschool  
License #: 1100077  
Email Address: kathryn.raasch@wayne.k12.in.us

Type: Licensed Center  
PTQ: 4  
Phone #: (317)988-7900

Address: 1155 S. High School Road  
City/State: Indianapolis IN  
County: Marion

Grant Children | Grant Approval | Approved Grants | **Submitted Invoices**

Invoice: 08/10/2016 - PSP150211  Invoice Date: 08/10/2016 Total Amount: \$1632.00

Case Num	Program	Program Type	School Year	Installment Semester	Semester Begin Date	Semester End Date	Payment Amount	Submission Date
13361	Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 9:12:26 AM

# Submitted Invoices

- Submitted invoices can be printed using the Print Invoice button on the Submitted Invoices tab.

The screenshot displays the Indiana PreK Provider Portal System interface for Wayne Township Preschool. The top navigation bar includes the logo, the system name, the facility name, and links for Home, Help, and Sign Out. Below the navigation bar, there are tabs for Grant Children, Attendance, Report, Administration, and Security. The main content area shows provider information, including the name, license number, email address, type, PTQ, phone number, and address. A red arrow points to the 'Print Invoice' button next to an invoice selection dropdown. Below this, a table lists the submitted invoices.

**Provider Name:** Wayne Township Preschool  
**License #:** 1100077  
**Email Address:** kathryn.raasch@wayne.k12.in.us

**Type:** Licensed Center  
**PTQ:** 4  
**Phone #:** (317)988-7900

**Address:** 1155 S. High School Road  
**City/State:** Indianapolis IN  
**County:** Marion

**Invoice:** 08/10/2016 - PSP150211 **Print Invoice**

Invoice Date: 08/10/2016 Total Amount: \$1632.00

Case Number	Child	Program	Program Type	School Year	Installment Semester	Semester Begin Date	Semester End Date	Payment Amount	Submission Date
13361-1	Ry'Leigh	Indy PSP	Type A	2015-16	3	06/16/2016	07/22/2016	\$1,632.00	8/10/2016 9:12:26 AM

Search Results (1)

# Submitted Invoices

- Invoices which have been submitted for payment will be moved to the OECOSL and/or UWCI approval queues to be approved for payment.
- Once approved by the corresponding agency, invoices will be paid out according to current processes.

# Attendance Summary

## Attendance Summary

Search Results (55)

Student First Name	Student Last Name	Schedule Option	Classroom	Attendance %	Schedule Option Hours	Wrap Around Hours	Absent	Missing Attendance	Enrollment Completion
Zainab		A.M. Preschool	OMW	94.34	450.00 / 546.00	818.00	9	23	159 / 182
Isabella		A.M. Preschool	OMW	96.23	457.50 / 546.00	773.75	6	23	159 / 182
Bradlen		A.M. Preschool	OMW	71.34	327.75 / 666.00	425.25	47	58	164 / 222
Lauren		P.M. Preschool	OMW	91.72	393.25 / 591.25	660.50	13	58	157 / 215
Misael		A.M. Preschool	OMW	96.23	459.00 / 651.00	539.75	6	58	159 / 217
Anahla		P.M. Preschool	OMW	87.57	401.50 / 528.00	537.00	21	23	169 / 192
A'Myiah		P.M. Preschool	OMW	58.24	264.75 / 530.75	449.75	71	23	170 / 193
Miguel		P.M. Preschool	OMW	93.08	401.75 / 500.50	553.25	11	23	159 / 182
Haven		P.M. Preschool	OMW	93.41	406.00 / 660.00	667.25	12	58	182 / 240
Nydia		P.M. Preschool	OMW	97.02	418.50 / 621.50	818.00	5	58	168 / 226
Jayden		A.M. Preschool	OMW	67.30	316.75 / 546.00	374.25	52	23	159 / 182
SANTOS		P.M. Preschool	OMW	97.62	112.75 / 115.50	179.50	1	0	42 / 42
Karla		P.M. Preschool	OMW	92.45	402.25 / 500.50	545.25	12	23	159 / 182
Jaycee		P.M. Preschool	OMW	93.60	432.75 / 632.50	626.75	11	58	172 / 230
Fernando		A.M. Preschool	OMW	88.37	443.25 / 585.00	813.50	20	23	172 / 195

55 items in 4 pages

# Attendance Summary

- Attendance Summary screen has been added to the Attendance portion of the IPKIS Provider Portal
- All children assigned to your facility will be displayed in the attendance summary grid
- Attendance Summary can be filtered by School Year, Schedule Option, and/or Classroom

Grant Children | Attendance | Report | Administration | Security

## Attendance Summary

-- Select School Year --    -- Select Schedule Options --    -- Select Classroom --

Search Results (65)

Student First Name	Student Last Name	Schedule Option	Classroom	Attendance %	Schedule Option Hours	Wrap Around Hours	Absent	Missing Attendance	Enrollment Completion
Zainab		A.M. Preschool	OMW	94.34	450.00 / 546.00	818.00	9	23	159 / 182
Isabella		A.M. Preschool	OMW	96.23	457.50 / 546.00	773.75	6	23	159 / 182

# Attendance Summary

- Attendance Summary grid will display the following
  - Attendance Percentage = Days attended/Days offered
  - Schedule Option Hours = Number of program hours attended/Number of program hours offered
  - Wrap Around Hours = Number of before and/or after care hours attended
  - Absent = Number of absence records
  - Missing Attendance = Number of attendance records not submitted
  - Enrollment Completion = Number of attendance records received/Number of attendance records expected.

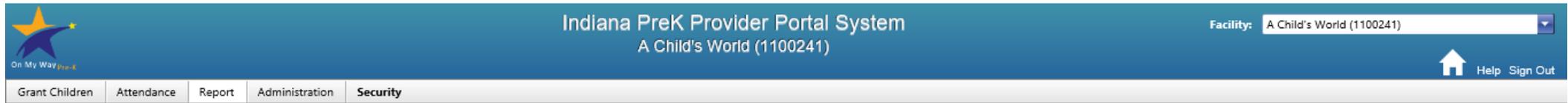
# Attendance Reports

- Attendance reports have been added to the Report section of the IPKIS Provider Portal

The screenshot displays the Indiana PreK Provider Portal System interface for Wayne Township Preschool (1100077). The top navigation bar includes the following menu items: Grant Children, Attendance, Report, Administration, and Security. A dropdown menu is open under the 'Report' tab, with 'Report Management' highlighted by a red arrow. The main content area features a welcome message for Sophie Simmons, links for 'My Contact Information' and 'Release Notes: (0)', and sections for 'System News' and 'Provider Alerts'.

# Attendance Reports

- Child Attendance and Missing Attendance reports will be displayed in the Reports dropdown



On My Way Pre-K

Indiana PreK Provider Portal System  
A Child's World (1100241)

Facility: A Child's World (1100241)

Home Help Sign Out

Grant Children Attendance Report Administration Security

## Reports

[User Guide](#)

Choose a Report:

 x  
--Select--  
Child Attendance Report  
Missing Attendance Report