

# Project 3: Subsidized Child Care Assistance, CIP & LIEAP

## LPA Provider Manager



**NC FAST**

North Carolina Families Accessing Services through Technology

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Produced by the NC FAST Team

The LPA Provider Manager role will be one of the first key roles used upon the initial release of Subsidized Child Care Assistance (SCCA) functionality within NC FAST. Counties should carefully consider who the appropriate individual for this role is and also note that more than one person may be assigned the LPA Provider Manager role at a time. Specific training for LPA Provider Managers, including job aids and videos will be released soon.

### LPA Provider Manager Role and Functions

The LPA Provider Manager role will be a **new** user role in NC FAST. The release of this role will coincide with the release of the Provider Portal, scheduled for late-May 2016. Counties will be notified when it is time for them to begin assigning and using the LPA Provider Manager role. Functions of the LPA Provider Manager will also be available for any user assigned the Eligibility Supervisor or Child Care Supervisor role.

A **key responsibility** for LPA Provider Managers will be **linking Provider NCIDs** to their Provider Page in NC FAST. As a reminder, Provider NCIDs should be collected by the end of May. In addition to linking NCIDs, the LPA Provider Manager will have the ability to complete tasks that will typically be handled by the Providers themselves within the Provider Portal, such as updating provider pay rates, in emergency situations. Although LPA Provider Managers will have this ability, Providers will be required to complete these activities through the Provider Portal.

Each Provider will have a Provider Page, similar to a Person Page, within NC FAST. The majority of information on the Provider Page will come **directly into NC FAST from the SCCA Regulatory Database**. Certain other information, such as sanctions, will be added manually by the LPA Provider Manager.

The screenshot displays the NC FAST LPA Provider Manager interface. The main content area shows the provider page for "ATLANTIC STATION CENTER". The page includes a provider profile with contact information and enrollment details. A "Rosters" tab is highlighted in the navigation bar. A table titled "Provider Users" lists linked providers, including Adam Disher. The provider's status is shown as "Not Enrolled".

Name	Category	From	To	NCID	Provider/User Relationship Status
Adam Disher	Provider User	4/14/2016		adisher2	Active

Above is a sample image of a Provider Page, as seen by the LPA Provider Manager in NC FAST. This page shows the enrollment status of the Provider in the upper right corner. Additionally, the individuals who are linked to this Provider are shown in the middle of the screen. The Provider's roster and contract will also be visible on other tabs accessible on the page.