



## REIMBURSEMENT UPLOAD GUIDE

If you have any questions or concerns, please email [redline@elcnwf.org](mailto:redline@elcnwf.org).

1. To access the Coalition Document Exchange:
  - a. Go to <http://www.elcnwf.org>.
  - b. Click on "Coalition Document Exchange" on the home page (in the large blue boxes), or choose "Providers" on the top tool bar.
  - c. On the "Providers" page, you will see a link for the "Coalition Document Exchange." Click on that link to be directed to the Coalition
2. To Log In to the Coalition Document Exchange:
  - a. Enter your email address. (This is usually the same email address that was provided by you for all communication.)
  - b. Enter your password.

(If you have forgotten your password, click the "Forgot Password?" link. This will email the address that is on file with instructions on how to reset your password.)

3. Select your provider folder.
4. Select "Finance."
5. Select the appropriate program:
  - a. If you are uploading School Readiness documents, please select "School Readiness Reimbursement."
  - b. If you are uploading VPK documents, please select "VPK Reimbursement."

## School Readiness Instructions

At the beginning of each month, please create a monthly folder.

1. Click the “Create Folder” button in the top right.

Name your folder “MMYY.” (MM is the month, and YY is the year.)

*Example: “1214” = December of  
2014*

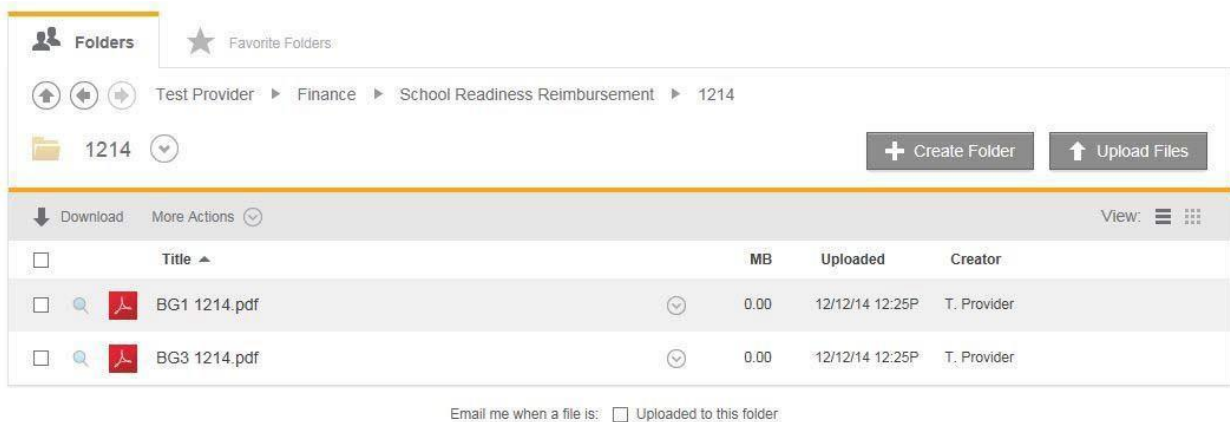


2. You must verify that your scanned file for **School Readiness** follows the order listed below:
  - a. BGX Attendance Roster (X is the billing group. X = BG1/BG3/BG8)
  - b. Completed Sign-In/Out sheet for the 1<sup>st</sup> child listed on the roster
  - c. Completed Rilya Wilson form for the 1<sup>st</sup> child listed on the roster (if this child had absences)
  - d. Absence documentation for the 1<sup>st</sup> child listed on the roster (if applicable)
  - e. Completed Sign-In/Out sheet for the 2<sup>nd</sup> child listed on the roster
  - f. Completed Rilya Wilson form for the 2<sup>nd</sup> child listed on the roster (If this child had absences)
  - g. Absence documentation for the 2<sup>nd</sup> child listed on the roster (if applicable) \* Repeat for each child listed on your roster sheet.
3. Verify your scanned file is named “BGX MMY.”
  - a. X is your Billing Group. (**Example:** BG1)
  - b. MM is the month, and YY is the year. ( Example: “1214” = December of 2014)

If your scanned file is broken into multiple billing groups, please name them as such:

- BG1 1214-1.pdf
- BG1 1214-2.pdf
- BG3 1214-1.pdf
- BG3 1214-2.pdf

**Example: School Readiness for December of 2014**



4. Repeat steps for each billing group.

**Uploading Roster Instructions for the Performance Funding Project (PFP) and Contracted Slots**

Because School Readiness children are dully enrolled in the above listed programs (PFP/Contracted Slots), you will **NOT** be required to submit sign-in/out sheets with Attendance Rosters. Providers should scan the Attendance Rosters for the respective groups (PFP [PFPD], Contracted Slots [BGCSQ]) into one file (per PFP and/or BGCSQ program). Specific naming instructions are below.

For PFP Providers: Name your file “PFPD MMY.” Substitute MM for the two-digit month, and YY for the two-digit year. (Example: December 2017 Attendance Rosters for PFP would be named as “PFPD 1217.”) IMPORTANT: If there are 6 pages of PFPD Attendance Rosters, only upload one scan with 6 pages instead of 6 scans with 1 page each.

For Contracted Slots Providers: Name your file “BGCSQ MMY.” Substitute MM for the two-digit month and YY for the two-digit year. (Example: December 2017 Attendance Rosters for BGCSQ would be named as “BGCSQ 1217.”) IMPORTANT: If there are 6 pages of BGCSQ Attendance Rosters, only upload one scan with 6 pages instead of 6 scans with 1 page each.

Completed and appropriately-named Attendance Rosters for these billing groups should be uploaded to the same monthly School Readiness folder previously discussed in the School Readiness Reimbursement Step 1 (Page 2 of 5) of this document.

## VPK Instructions

At the beginning of each month, please create a monthly folder.

1. Click the “Create Folder” button in the top right.

Name your folder “MMYY.” (MM is the month, and YY is the year.)

**Example:** “1214” = December of 2014



1. You must verify that your scanned file for **VPK Reimbursement** follow the order listed below:
  - a. VPK Attendance Roster
  - b. VPK Child Attendance and Parental Choice Certification (short form) for the 1<sup>st</sup> child on the roster
  - c. Completed Sign-In/Out sheet for the 1<sup>st</sup> child listed on the roster
  - d. VPK Child Attendance and Parental Choice Certification (short form) for the 2<sup>nd</sup> child on the roster
  - e. Completed Sign-In/Out sheet for the 2<sup>nd</sup> child listed on the roster **\* Repeat for each child listed on your roster sheet.**

This file should be named “VPK MMY” (MM is the month, and YY is the year.)

**Example:** “VPK 1214” = VPK for December of 2014



*If your VPK scanned file is broken into multiple files, please name them as such:*

- VPK1214-1.pdf
- VPK1214-2.pdf

**Example:** VPK for December 2014

The screenshot shows a file management interface with a breadcrumb trail: Test Provider > Finance > VPK Reimbursement > 1214. Below the trail is a folder icon labeled '1214'. To the right are buttons for '+ Create Folder' and 'Upload Files'. Below the folder is a table of files:

	Title	MB	Uploaded	Creator
<input type="checkbox"/>	VPK 1214.pdf	0.00	12/12/14 12:25P	T. Provider

At the bottom, there is a checkbox labeled 'Email me when a file is:  Uploaded to this folder'.