

Online Claims System

Claim Summary Report

Tip Sheet

A new report is available that contains a summary of all of the information entered into the online Child Care Claims System by the program, including child, staff, and statistical totals. The report is available once the claim has been submitted (last step of the claim entry process). An icon will appear called the "Claims Summary Report". If you require a copy of this report, it must be saved and/or printed before closing or exiting the screen otherwise it will not be available once leaving the web page.

If you notice that a data entry error was made upon reviewing the report, you will need to fill out a Program Adjustment Form and send it into the Claims Unit with the updated information. The next month's Payment Summary Statement will reflect the updated information.

Example:

The screenshot displays the user interface of the Online Claims System. At the top, there is a navigation bar with links for 'Home', 'Program and Youth Services', and 'Child Care Claims System'. Below this is a breadcrumb trail: 'Main Menu > New Claim > Claim Summary'. The user is identified as 'Welcome Robin Lancaster' with links for 'Help' and 'Logout'. The main content area shows 'Claim ID: 497' and a date selector for '2012/August'. A progress indicator shows 'Step 1 2 3 4', with '1' highlighted. A 'CHANGE THE PROGRAM' button is visible. The program details are 'TEST PROGRAM #70025203 - ECD : 70025203 : Non-Accredited'. The page is divided into two columns. The left column, titled 'Claim Submitted', contains text explaining that the claim has been submitted to Alberta Children and Youth Services and that the user should save the Monthly Staff Hours Summary Report. It also includes an error message: 'ERROR: Report Not Available because staff hours are not assigned!'. Below this is a download icon for 'Get ADOBE READER'. The right column, titled 'Claim Summary', contains a table with the following data: Direct Child Care Hours: 0, Admin Hours: 0, Total Claim Hours: 0, and Estimated Payment Date: 2012/10/05. A red box highlights a download icon for 'Claim Summary Report: Get ADOBE READER'. At the bottom, there are buttons for 'MAIN MENU' and 'NEW CLAIM'.