



FLORIDA DEPARTMENT OF HEALTH

SAVING AND SUBMITTING SCREENS

The background of the slide is a vibrant orange color with a sunburst pattern. A large, semi-circular sun is positioned at the bottom center, with numerous rays extending upwards and outwards, creating a sense of warmth and energy. The rays are slightly darker than the background, creating a subtle gradient effect.

Bureau of Child Care Food Programs

Florida Department of Health

SAVING AND SUBMITTING SCREENS

This training will explain how to:

- Update your existing information in MIPS
- Submit your requested changes for approval
- Know when your information requires correction and resubmission
- Know when your changes have been approved

ACCESSING YOUR APPLICATION SCREEN



The screenshot shows a vertical menu on the left side of a web interface. The menu items are: Application, Budget, Site, ANY PLACE LEARN..., File a Claim, Revise a Submitted Claim, View a Submitted Claim, Blank Forms / Documents, Nutrition Guidance, CCFP Active Sites, Disqualified Lists, Policy Memos, Contractor Renewal, Contractor Information (with a plus icon), and Logout. A red callout box with the text "Click the link" points to the "Application" link. To the right of the menu is a graphic for the "child care food program" featuring a cartoon girl, two cherries, and a carrot. The word "florida" is partially visible in the background.

- After logging into MIPS, click the **'Application'** link on your MIPS menu to go to the Application screen
- In the next several slides, we will go over the process to save and submit changes to your MIPS Application screen.

ACCESSING YOUR SITE/PROVIDER SCREENS



- Please note that the Submit and Save Process will work the same for the site screen and if making changes during renewal, the renewal screen.
- For example, Independent contractors can access the site screen by clicking on the site name on the MIPS menu to the left, or if already on one of the MIPS screens they can click the **'Site'** tab at the top of the screen.
- Other types of contractors, including sponsors of multiple sites, will click on the word **'Sites'** on the MIPS menu to the left, or if already on one of the MIPS screens they can click the **'Site List'** tab at the top of the screen.

WHAT CHANGES CAN YOU MAKE IN MIPS?

Application Budget Site View Claim Renewal Notes Contracts

APPROVED APPLICATION Print Preview Application Instructions

FloridaHealth.gov

You have Application(s), Budget(s) and/or Site(s) awaiting approval. Please [click here](#) to view the list.

Submit

Application was last approved on 4/2/2019.

I- 5703 Region: C RPS: 2 Fiscal Year: 2019 Sold Date: Termination Date:

Add'l Doc. Required: 4/2/2019 ADR Reason: **NEW CONTRACTOR**

Select Disallowed Months All Months Are Allowed

Created Date: 4/2/2019 Original Payment Start Date: 4/2019 Payment Start Date: 04/2019 Last Action Date:

1) Organization's Legal Identifying Information

Federal Employer ID #(FEIN): 122323232 001 DUNS #: 292843822

Legal Name (per IRS/Sunbiz): ANY PLACE CHILD CARE INC.

D/B/A (Doing Business As) Name: ANY PLACE LEARNING CENTER

If changing legal name or FEIN, submit new IRS documentation and proof of new corporation registered in Sunbiz for further evaluation by DOH. If changing DBA name, submit proof of new fictitious name registered in Sunbiz. If changing DUNS number, submit Dun & Bradstreet documentation that also shows DBA name or legal name.

Upload Document

Browse... Submit

File Name: Uploaded Date: User:

- You can update and make changes to any of the white fields on this screen.

WHAT CAN YOU NOT CHANGE IN MIPS?

8) Is the organization a non-profit entity or a non-federal governmental entity that expended \$750,000 or more in federal funds during its most recent fiscal year? 

Yes No

If yes, the organization must meet the requirements of the Single Audit Act (OMB Circular No. A-133).

9) Does the organization or any of its principals (i.e., owners, officers, board members, and/or managers) participate in the CCFP under any other authorization number(s) with the Bureau of Child Care Food Programs?

Yes No

10) Does the organization have a contract to participate in the Child Care Food Program in any state(s) other than Florida?

Yes No

11) The organization accepts all participants regardless of race, color, age, sex, disability, or national origin. 

Yes No

12) For this fiscal year, the organization prefers to receive: 

Cash-In-Lieu of Commodities
 USDA Donated Foods (commodities)

13) Month(s) the organization and all sites will **NOT** operate the Child Care Food Program in this fiscal year: 

October November December January February March
 April May June July August September

- You cannot update any fields that are greyed out, such as the fields you see circled.
- If you need to update this information, contact CCFP and ask to speak to a policy specialist.

UPDATING AND SAVING YOUR INFORMATION

4) CCFP Program Manager Information Who should be listed here?

Salutation: MISS First Name: SAMANTHA Last Name: SMITH

Position Title: Date of Birth:

Email:

(The phone number listed below must be different from phone number provided in section #3 above.)

Phone: Ext: Fax:

First, type over any outdated or incorrect information

- Application
- Budget
- Site
- File Claim
- Revise Claim
- View Claim
- Renewal

APPROVED APPLICATION [Print Preview](#)  [Print Instructions](#)

Next, click on any of the blue Save buttons found at various places on the screen

ONCE YOU HAVE CLICKED 'SAVE'

The screenshot shows a navigation menu with tabs: Application, Budget, Site List, File Claim, Revise Claim, View Claim, and Renewal. Below the menu, the text 'PENDING APPLICATION (NOT SUBMITTED)' is highlighted in yellow. To its right are links for 'Print Preview' and 'Print Instructions'. A green message box with a checkmark icon contains the text: 'Your Application was saved. All changes will be in pending status until submitted. You may continue to make additional changes necessary.' Below the message box are 'Save' and 'Submit' buttons.

- If you have successfully saved your changes, a green message will appear as pictured. The application is now in a “Pending” status and it is “Not Submitted.”
- Clicking ‘Save’ does not submit your changes to FDOH. If you do not submit your changes, then no action can be taken by DOH.

The screenshot shows a blue message box with an information icon (i) on the left. The text inside the box reads: 'You have a pending Application that needs to be submitted. Please [Click here](#) to open the Application.'

- If you have a screen that you have saved changes to but not submitted, there will be a blue message on the main MIPS screen telling you that the screen needs to be submitted.

ADDITIONAL CHANGE YOU WILL NOTICE WHEN YOU HAVE SAVED:

4) CCFP Program Manager Information Who should be listed here?

Salutation: **MRS.** First Name: **LIZA** Last Name: **JONES**

Position Title: DIRECTOR Date of Birth: 08/02/1987

Email: **liza@anyplace.com**

(The phone number listed below must be different from phone number provided in section #3 above.)

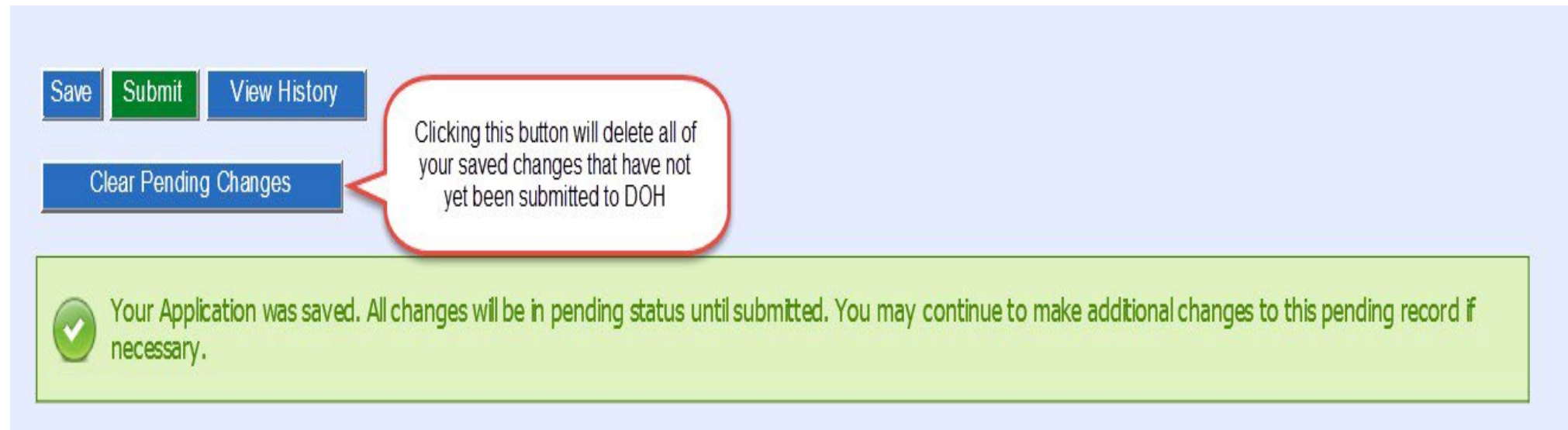
Phone: (727)888-8888 Ext: Fax: (727)777-7777

5) Type of Organization: FOR-PROFIT

- The changes made to a screen will be highlighted in gold.

IF YOU HAVE NOT SUBMITTED AND WANT TO UNDO CHANGES, YOU CAN:

- If you have saved changes that you wish to delete, you may do so by clicking the 'Clear Pending Changes' button at the bottom of the screen. However, be aware that this will delete ALL of the changes you have saved.
- The other way to remove an incorrect change is to simply type over it with the correct information and save your new changes.
- Once you have submitted your changes to FDOH, you will no longer be able to delete any changes.



Save Submit View History

Clear Pending Changes

Clicking this button will delete all of your saved changes that have not yet been submitted to DOH

✓ Your Application was saved. All changes will be in pending status until submitted. You may continue to make additional changes to this pending record if necessary.

AFTER SAVING, BUT BEFORE SUBMITTING THE CHANGES:

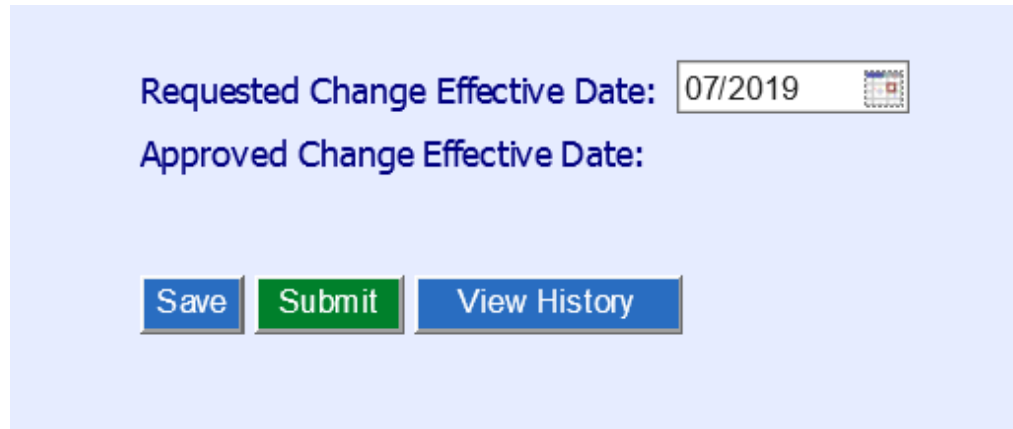
The screenshot shows a web form with the following elements:


- Labels: "Requested Change Effective Date:" and "Approved Change Effective Date:"
- Buttons: "Save", "Submit", "View History", and "Clear Pending Record".
- Calendar: A calendar dropdown menu is open, showing the year "2020" and months from "Jan" to "Dec". An orange arrow points from the calendar icon to the "Requested Change Effective Date:" label.
- Footer: "Click here to View Submission and ..." with a link.

- After you have saved all the changes to a screen, the next step is to enter the **'Requested Change Effective Date'** at the bottom of the screen. The 'Requested Change Effective Date' refers to the month and year that you would like the changes to take effect.
- You may enter the **'Requested Change Effective Date'** by clicking on the calendar icon and selecting the month and year, or you may type in the month and year in the format two digit month/four digit year, for example 07/2021 for July 2021.

SUBMITTING YOUR CHANGES TO FDOH

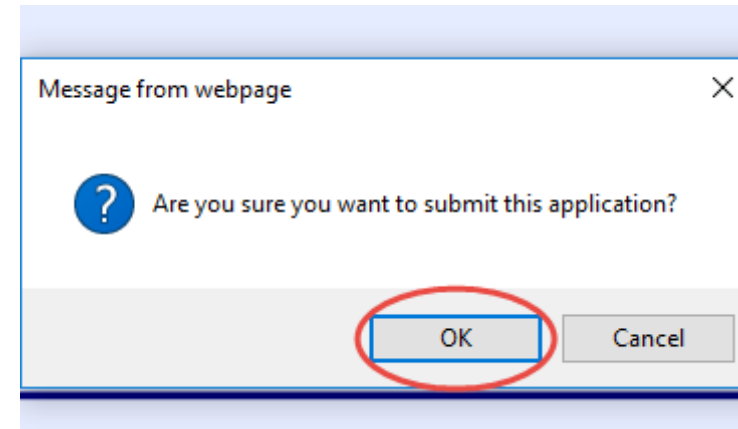
After entering your 'Requested Change Effective Date,' click on the green 'Submit' button. This will bring up a dialog box asking you if you are sure you want to submit.



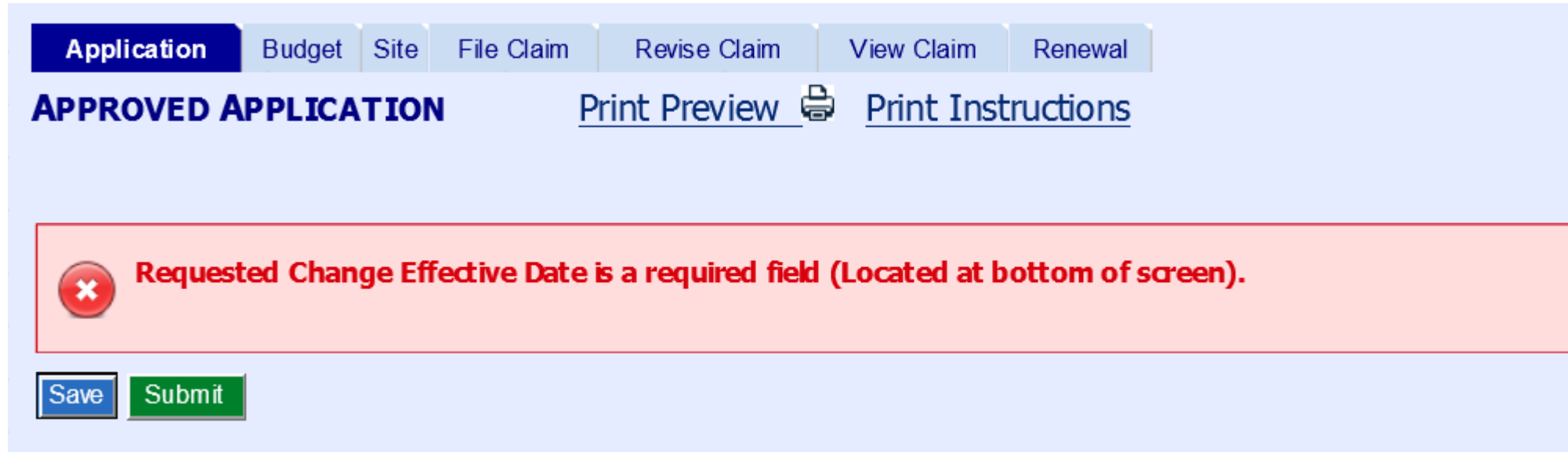
Requested Change Effective Date: 07/2019 

Approved Change Effective Date:

If you are sure, then click 'OK.' If you weren't ready to submit, then click 'Cancel' instead.



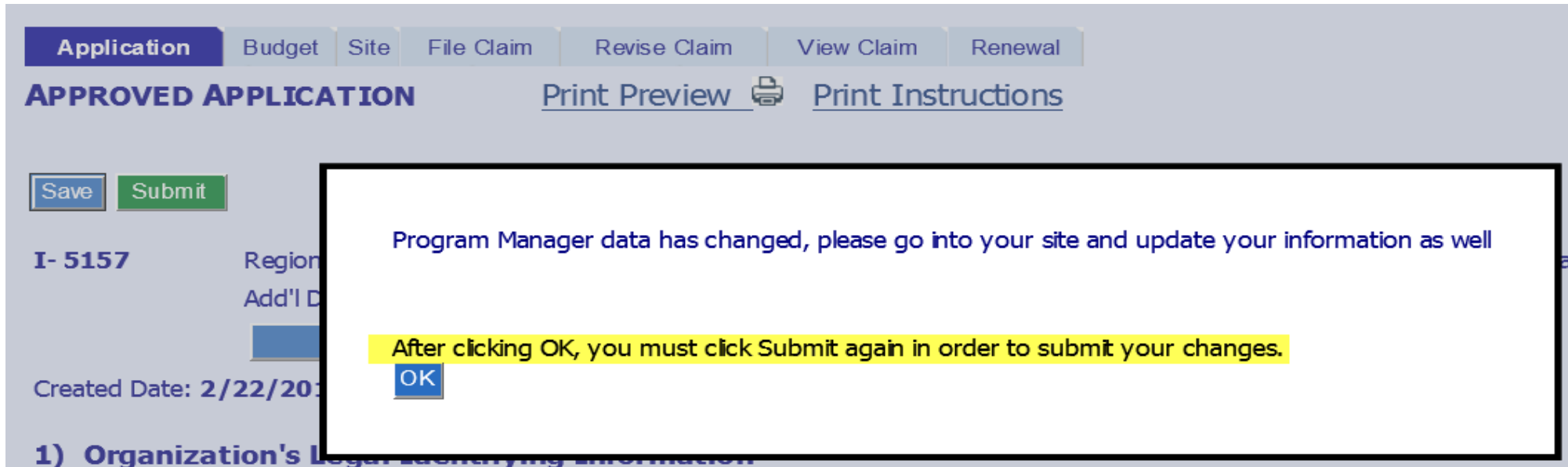
ERROR MESSAGES CAN OCCUR



The screenshot displays a web application interface with a navigation menu at the top containing buttons for 'Application', 'Budget', 'Site', 'File Claim', 'Revise Claim', 'View Claim', and 'Renewal'. Below the menu, the text 'APPROVED APPLICATION' is visible, followed by links for 'Print Preview' and 'Print Instructions'. A prominent red error message box is centered on the screen, containing a red 'X' icon and the text: 'Requested Change Effective Date is a required field (Located at bottom of screen)'. At the bottom of the interface, there are two buttons: 'Save' and 'Submit'.

- Sometimes after clicking **'Save'** or **'Submit,'** you may get one or more red error messages, which tells you something is incomplete and/or incorrect. After you have made all necessary corrections, then click the applicable button again to either save or submit.

OTHER MESSAGES AFTER CLICKING 'SUBMIT'



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Application', 'Budget', 'Site', 'File Claim', 'Revise Claim', 'View Claim', and 'Renewal'. Below the navigation bar, the text 'APPROVED APPLICATION' is displayed, followed by links for 'Print Preview' and 'Print Instructions'. On the left side, there are buttons for 'Save' and 'Submit'. A message box is overlaid on the page, containing the text: 'Program Manager data has changed, please go into your site and update your information as well'. Below this text is a yellow highlighted instruction: 'After clicking OK, you must click Submit again in order to submit your changes.' and an 'OK' button.

- Other times after clicking **'Submit,'** you may get a white message box to alert you that something else may need to be updated. The white message box may require you to click **'OK'** and then click **'Submit'** again. In this case, if you don't click **'Submit'** again, your screen will not be submitted and DOH will be unable to approve any changes.

SUBMITTED MESSAGES

The screenshot shows a navigation bar with tabs: **Application**, Budget, Site, File Claim, Revise Claim, View Claim, and Renewal. Below the navigation bar, the status is **PENDING APPLICATION (SUBMITTED)**, with links for [Print Preview](#) and [Print Instructions](#). A green message box states: "Your application was submitted." A yellow message box states: "Online Change Functionality Currently Unavailable for this Screen".

Once you have successfully submitted a screen, you will see the green message confirming submission and you will note the status of the screen has changed to 'Submitted.' Always be sure to confirm your screen has been submitted before you close out of it.

This means you cannot make any more changes until your screen has been approved or returned to you for correction

APPROVAL MESSAGE

Your CCFP submitted application changes have been approved on 2/23/2017. The changes will become effective 3/1/2017.

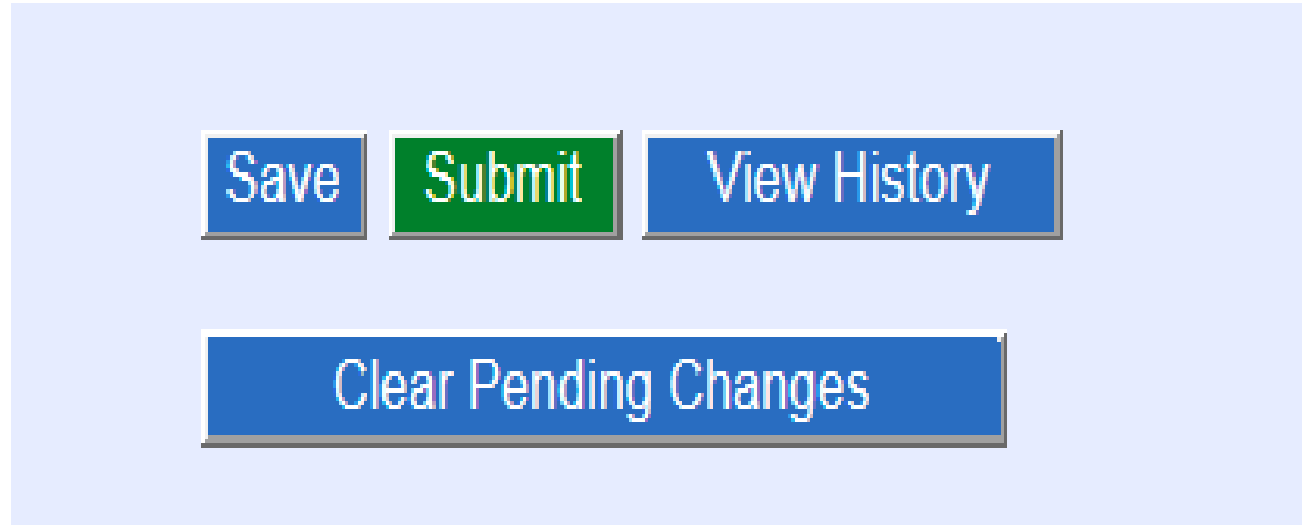


Your CCFP submitted site(s) changes have been approved. The changes will become effective based on the effective date below:

Site Number	Site Name	Approval Date	Effective Date
1	ANY PLACE LEARNING CENTER	02/28/2017	03/01/2017

In addition to getting the green confirmation message in MIPS, the Program Manager listed in #4 on the application screen will also receive an approval email.

MIPS ON-SCREEN BUTTONS RECAP




- SAVE = Saves keyed in changes & uploaded documents
- SUBMIT = Submit to DOH for review & approval
- VIEW HISTORY = See a list of the submitted changes in the fiscal year
- CLEAR PENDING CHANGES = Remove all changes on the screen that have not been submitted to DOH

IMPORTANT TO REMEMBER....

- Saving your changes on the screen does **not** submit them to DOH.
-
- If you do not **submit** your changes, no action can be taken by DOH.

RETURN TO CONTRACTOR STATUS

PENDING APPLICATION (RETURN TO CONTRACTOR) [Print](#) [Preview](#)  [Application Instructions](#)

Contractor Action Needed:

- Question from your approver

Reply To Approver:

Use the area above to respond to the Contractor Action Needed item(s) OR to make comments regarding the application screen

If any of the screens have been returned to you for correction, you may be required to Reply to your Approver before you can resubmit.

Use the text box below the red Contractor Action Needed box to type your response.

Remember to make any of the required corrections, re-enter the 'Requested Change Effective Date', then click the Resubmit button at the bottom of the screen.

SAVING AND SUBMITTING SCREENS

For any questions, contact:
Bureau of Child Care Food Programs
850.245.4323