

CCIS DESK GUIDE
2006 MARKET RATE SURVEY AND
FISCAL YEAR 2006-07 PROVIDER AGREEMENT, APPENDIX C-1

1. Prepare envelopes for mailing with mailing labels.
2. Assemble mailings to regulated providers. Envelope should include:
 - a. Letter to provider explaining Market Rate Survey/Appendix C-1 and Provider Profile Update (1 page)
 - b. Scenarios/FAQ sheets (2 pages)
 - c. Market Rate Survey/Appendix C-1 (1 page)
 - d. Letter to subsidy providers - Attachment 1 (2 pages)
 - e. Replacement pages for Provider Agreement - Appendix A (2 pages)
 - f. Provider's Closed Days – Appendix B (1 page)
 - g. Provider Profile Update
3. By April 14, 2006, mail the packets to all regulated subsidy and non-subsidy providers within your geographical area. Do not send a survey to relative/neighbor providers.
4. Prepare to offer help to providers who have questions about how to complete the survey. You can establish provider meetings or offer individualized assistance as needed.
5. Allow 3 weeks for the regulated providers to return the Market Rate Survey/Appendix C-1, published private rates and Appendix B. **Deadline for a provider's response is May 5, 2006.**
6. Validate rates given by providers.
 - Review Market Rate Survey/Appendix C-1 for completion
 - Rates filled in where applicable to provider's program
 - Signature and date
 - Validate rate responses
 - Contact provider for more information if you are unable to determine how the provider calculated the weekly rate based on information from the published rate
 - If the provider reports a rate other than a weekly rate, you must contact the provider to have the question answered using weekly rates
7. Enter the provider's identification and daily rates from the Market Rate Survey/Appendix C-1 into CCMIS. The CCIS has to convert the weekly rates into daily rates (using the rate guide).
8. **DEADLINE TO ENTER RATES FOR ALL PROVIDERS IS JUNE 8, 2006.**
9. **DEADLINE TO ENTER CLOSURES FOR SUBSIDIZED PROVIDERS IS JUNE 8, 2006.**
10. **DEADLINE TO ENTER R&R UPDATES FOR ALL PROVIDERS IN CCMIS IS SEPTEMBER 1, 2006.**