

Texas Department of Family and Protective Services



Residential Child Care Contractors

Child Placement Vacancy Database

User Guide

Only Providers with a Department of Family and Protective Services (DFPS) Residential Child-Care contract to serve children in DFPS care will use this database.

(as of August 2014)

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Introduction

The Child Placement Vacancy (CPV) database is an Internet based system used by Residential Child Care (RCC) Contractors for updating their vacancies. This is required for all RCC Contractors who serve children in DFPS care. Child Placing Agencies (CPA) with multiple branches must update each branch, excluding administrative branches, as well.

The CPV database **must** be updated **each business day**, including skeleton crew holidays even if there are **no changes** entered in the number of vacancies. You **must** click the **Save** button on two different pages (**Provider Update** and **Provider Vacancy Update**) for the system to record the date and time that you were logged in the CPV database, otherwise **nothing** is recorded by the system.

New Residential Operations (New License) will have to add their Administrative Information and Individual Home Information prior to updating their vacancies. Refer to pages 7 - 8 for Add Administrative Information instructions and pages 9 - 11 for Add Individual Home Information instructions.

The CPV database is a hyperlink (**Update Provider Vacancies**) located on the **Child-Care Provider Main Page** in the **Select an Action** box.

Internet Explorer Login

To access the CPV database open Internet Explorer and enter the URL **https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilityLogin.asp** in the address bar and press the **Enter** key. The **Child-Care Provider Login** page opens. **Note** - The URL can be copied and pasted in the address bar.

The screenshot displays the Texas Department of Family and Protective Services website. The top navigation bar includes links for Child Protective Services, Prevention Services, Adult Protective Services, Child Care Licensing, Adoption and Foster Care, and Contract with DFPS. The main header features the Texas state logo and the text 'TEXAS Department of Family and Protective Services'. A search bar is located below the header. The left sidebar contains a 'Child Care Licensing' menu with categories such as 'FIND CHILD CARE', 'CHILD SAFETY', 'SERVICE PROVIDERS', 'DAY CARE', '24-HOUR RESIDENTIAL', and 'MORE CHILD CARE LICENSING'. The main content area is titled 'Child-Care Provider Login' and includes a navigation breadcrumb: 'DFPS Home > Child Care > Search Texas Child Care > This Page'. The page text explains that this page allows users to login to their online provider account and lists tasks that can be performed. It provides instructions on how to create an account before logging in, including creating a Day Care Provider account or a 24-Hour Residential Care Provider account. It also lists pre-application activities, such as completing online registration. A section titled 'What can I do within my account?' lists various actions for applicants applying online or via mail, such as signing up for a pre-application class, submitting online applications, and submitting background check requests. A 'Login' form is located on the right side of the page, with fields for 'User ID' and 'Password', and buttons for 'Login' and 'Reset'. Below the form, there are links for 'Forgot your User ID or Password?' and a note about using Firefox or Internet Explorer. At the bottom of the page, there are links for 'Help | Tutorial', 'Public & Provider Website Manual', and 'Child Placement Vacancy Database User Guide'. A footer note states: 'Trouble logging in? Please contact your local Child Care Licensing office.'

Login Information - The Residential Child Care Licensing Representative issues the **User Identification (ID)** and you will create your own provider agency **password**.

Child-Care Provider Login

User ID: Enter your User Identification (ID).

Password: Enter your Password.

Click the **Login** button and the **Child-Care Provider Main Page** opens.

If you forget your User ID or Password, click the **Forgot your User ID or Password?** hyperlink and the **Child-Care Provider Login Information** page opens.

Forgot User ID?: Enter your Operation Number in the **Operation Number** field and click the **"Email User ID"** button. Your User ID will be emailed to the address you provided during registration. **Note** that for Branch Offices you must include the Agency Number and Branch Number when entering information in the **Operation Number** field. Only the designated account manager of the Operation will receive the User ID via email.

Forgot/Reset Password?: Enter your Operation Number in the **Operation Number** field, your User ID in the **User ID** field, and click the **Email Password** button to have your password reset and the password and login information sent to the email address you provided during registration. Only the designated account manager has the ability to reset passwords and receive the new password and login information via email.

Child-Care Provider Main Page

The Operation Name, Operation Number, Operation Type, and E-mail Address are system populated.

Note - In the upper right hand corner of the page it states the User ID of the person currently logged in with the **Logout** hyperlink.

In the **Select an Action** box, click the **Update Provider Vacancies** hyperlink and the **Child Placement Vacancy Provider Update** page opens. Refer to page 4 for an image of this page.

Child-Care Provider Main Page

Operation Name:
Operation Number:
Operation Type:
E-mail Address:

Select an Action

- Access Your Compliance History & Inspection History
- Access CPA Main Page
- Submit Background Check
- Online Background Check History
- Submit Waiver / Variance
- Update Provider Vacancies
- Emergency Behavior Intervention
- Manage Operation Email Account & Manager Information
- Add / Update / View Controlling Persons
- Add / Update Additional Users
- Update Governing Body / Administrator Designation
- Submit CCL eReport **

** Please enter your First and Last name from Manage Operation E-mail & Account Manager Information link to access eReports

Updates

NEW 11/01/2008: **Guide to Changes and Updates for:**
Search features, Waiver/Variations, Governing Body, Login Acct. Mgt., E-mail Accounts, and Compliance History (pdf Format)

Child-Care Provider Logout

1. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
2. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

Child Placement Vacancy Provider Update

If you need assistance or have any questions regarding the Child Placement Vacancy application,
please contact [Anita Lewis](#) at (512)438-3657.

Print Version	Save	Child-Care Provider Main Page	Holidays
Children without Placement	Moderate Level in RTCs	Children in Psychiatric Hospital	Other

Last Updated Date	02/11/2014 10:33 AM		
Operation Number	[REDACTED]		
Provider Name	[REDACTED]		
Provider Address	[REDACTED]		
Type of Facility	Child Placing Agency		
Type of Services	Adoption Services, Child-Care Services, Foster Care Services		
Number of Vacancies	[REDACTED]		
No-Pay Contract	[REDACTED]		
Intake Email Address	[REDACTED]	Website Address	[REDACTED]
Contact Person	[REDACTED]	Phone	[REDACTED]
Alt. Contact Person	[REDACTED]	Phone	[REDACTED]
After Hours Contact Person	[REDACTED]	Phone	[REDACTED]
Alt. After Hours Contact Person	[REDACTED]	Phone	[REDACTED]
Anticipated vacancies:	[REDACTED]	date format (MM/DD/YYYY)	
Contact Comments	[REDACTED]		

Vacancy Listing record 1 to 1

[Modify Vacancies](#)

County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Lang. Spoken	Provider Information	# of Vac.
[REDACTED]	[REDACTED]	Foster Care Services	[REDACTED]	Yes	3 to 15	Both	[REDACTED]	Foster Parent's Name: Intake Coordinator's Name: Intake Coordinator's Phone Number: After-Hours Contact Number: Comments: No comments	[REDACTED]

[Print Version](#)

[Save](#)

[Child-Care Provider Main Page](#)

Click the **Holidays** button and the **Texas State Auditor's Office** website opens with hyperlinks for the current and next fiscal year official state holidays. Your DFPS contract requires that you update vacancies each business day. Skeleton Crew holidays are business days, not holidays.

Click the **Print Version** button to generate a report with your administrative and home information in the CPV database. Click **File**, select **Print** and click the **Print** button in the **Print** box. Click the **X** in the upper right hand corner to close the window.

No Updates in Number of Vacancies

You are required to log into the CPV database **each business day**, including skeleton crew holidays, even if there are **no updates** in the number of vacancies.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.
2. Click the **Modify Vacancies** button and the **Provider Vacancy Update** page opens.

**Child Placement Vacancy
Provider Vacancy Update**

Vacancy Info - Update											
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Languages Spoken	# of Homes	Provider Information		# of Vacancies
		Child-Care Services Foster Care Services		Yes	3 to 15	Both			Foster Parent's Name		
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Home Type		
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Intake Coordinator's Name		
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Intake Coordinator's Phone Number		<input type="button" value="Delete"/>
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			After-Hours Contact Number		
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Comments	No comments	

3. On the **Provider Vacancy Update** page, click the **Save** button and the **Provider Update** page opens.
4. On the **Provider Update** page, click the **Save** button and then click the **Child-Care Provider Main Page** button. The **Child-Care Provider Main Page** opens.
5. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
6. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

Updates in Number of Vacancies

You are required to log into the CPV database **each business day**, including skeleton crew holidays, and **update** the homes that have a change in the number of vacancies.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.
2. Click the **Modify Vacancies** button and the **Provider Vacancy Update** page opens.

**Child Placement Vacancy
Provider Vacancy Update**

Vacancy Info - Update											
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Languages Spoken	# of Homes	Provider Information		# of Vacancies
		Child-Care Services Foster Care Services		Yes	3 to 15	Both			Foster Parent's Name		
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Foster Parent's Name		

3. **# of Vacancies:** Edit the homes that have a change in the number of vacancies (i.e., enter that day's number of vacancies).
4. On the **Provider Vacancy Update** page, click the **Save** button and the **Provider Update** page opens. Verify that the number of vacancies is correct for each home that was updated.
5. On the **Provider Update** page, click the **Save** button and then click the **Child-Care Provider Main Page** button. The **Child-Care Provider Main Page** opens.
6. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
7. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

New Residential Operations (New License)

A new residential operation (new license) will enter their administrative information on the **Provider Update** page.

Child Placement Vacancy Provider Update

If you need assistance or have any questions regarding the Child Placement Vacancy application, please contact [Anita Lewis](#) at (512)438-3657.

Print Version	Save	Child-Care Provider Main Page	Holidays
Children without Placement	Moderate Level in RTCs	Children in Psychiatric Hospital	Other

Last Updated Date	06/02/2014 11:32 AM		
Operation Number			
Provider Name			
Provider Address			
Type of Facility			
Type of Services			
Number of Vacancies			
No-Pay Contract			
Intake Email Address		Website Address	
Contact Person		Phone	
Alt. Contact Person		Phone	
After Hours Contact Person		Phone	
Alt. After Hours Contact Person		Phone	
Anticipated vacancies:		date format (MM/DD/YYYY)	
Contact Comments	<div style="border: 1px solid gray; width: 100%; height: 100%;"></div>		

Vacancy Listing	Modify Vacancies																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">County</th> <th style="width: 10%;">Service Level</th> <th style="width: 10%;">Service Types</th> <th style="width: 10%;">Special Needs</th> <th style="width: 10%;">Legal Risk</th> <th style="width: 10%;">Age Range</th> <th style="width: 10%;">Gender</th> <th style="width: 10%;">Lang. Spoken</th> <th style="width: 20%;">Provider Information</th> <th style="width: 10%;"># of Vac.</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table>	County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Lang. Spoken	Provider Information	# of Vac.											<table style="width: 100%;"> <tr> <td style="text-align: center;">Print Version</td> <td style="text-align: center;">Save</td> <td style="text-align: center;">Child-Care Provider Main Page</td> </tr> </table>	Print Version	Save	Child-Care Provider Main Page
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Lang. Spoken	Provider Information	# of Vac.															
Print Version	Save	Child-Care Provider Main Page																						

Add Administrative Information

Operation Number (required field): Enter the Operation Number.

Provider Name (required field): Enter your provider name.

Provider Address (required field): Enter your complete address with city, state, and ZIP code.

Type of Facility (required field): Enter the facility type (e.g., Child Placing Agency).

Type of Services (required field): Enter the type of service(s) the facility provides (e.g., Adoption Services, Foster Care Services, etc.).

Number of Vacancies (required field): Enter the number of beds available.

No-Pay Contract (required field): Enter Yes or No.

Intake Email Address (required field): Enter the intake email address.

Website Address (required field): Enter the website address.

Contact Person (required field): Enter the First and Last Name.

Phone (required field): Enter the phone number in the format of 999-999-9999.

Alternate Contact Person (required field): Enter the First and Last Name.

Phone (required field): Enter the phone number in the format of 999-999-9999.

After Hours Contact Person (required field): Enter the First and Last name.

Phone (required field): Enter the phone number in the format of 999-999-9999.

Alternate After Hours Contact Person (required field): Enter the First and Last Name.

Phone (required field): Enter the phone number in the format of 999-999-9999.

Anticipated vacancies (required field): Enter the date you anticipate you will have vacancies in the format of MM/DD/YYYY.

Contact Comments (optional field): Enter comments.

Click the **Save** button.

Add Individual Home Information

A new residential operation (new license) will add their individual foster home information (foster family and foster group homes) on the **Provider Vacancy Update** page.

Click the **Modify Vacancies** button and the **Provider Vacancy Update** page opens.

Child Placement Vacancy
Provider Vacancy Update

Vacancy Info - Update											
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Languages Spoken	# of Homes	Provider Information	# of Vacancies	
...	Basic Moderate Specialized Intense	Child-Care Services Foster Care Services to	English Spanish French Vietnamese American Sign Language Other		Foster Parent's Name Home Type Intake Coordinator's Name Intake Coordinator's Phone Number After-Hours Contact Number Comments		

County (required field): Click the down arrow (↓) and select the county where the home is located. You can advance through the list of counties by pressing the 1st alpha character of the county name and continue pressing the alpha character until you reach the county name.

Service Level (required field): Click on the service level of care provided of Basic, Moderate, Specialized, or Intense (the background color changes to blue). For multiple service levels of care, click the lowest level of care, press the Shift key and then click the highest level of care.

Service Types (required field): Click on Child-Care Services or Foster Care Services (the background color changes to blue).

Special Needs (required field): Click the down arrow (↓) and select Autism/Pdd/Aspergers Disorder, Medically Fragile, Cognitive Deficiencies, None, Physically Challenged, Hearing or Visually Impaired, Mental Health Diagnoses, Add/Adhd, Substance Use/Abuse, Eating Disorder, Fire Setting Hx, Gang Activity/Affiliation, Limited English Proficiency, Sexualized Behaviors, or Probation/Parole/Tyc/Jpc.

Legal Risk (required field): Click the down arrow (↓) and select Yes or No.

Age Range from (required field): Click the down arrow (↓) and select 0, 6 months, 1 years old, 18 months, or 2 - 21 years old.

Age Range to (required field): Click the down arrow (↓) and select 0, 6 months, 1 years old, 18 months, or 2 - 21 years old.

Gender (required field): Click the down arrow (↓) and select Female, Male, or Both.

Languages Spoken (required field): Click on the language spoken in the home of English, Spanish, French, Vietnamese, American Sign Language, or Other and enter the "Other" language in the text box (the background color changes to blue).

of Homes (required field): Enter the number of homes. **Note** that you will enter GRO for a General Residential Operation and RTC for a Residential Treatment Center in this field.

Provider Information

Foster Parent's Name (required field): Enter the First and Last Name.

Home Type (required field): Click the down arrow (↓) and select Foster Family or Foster Group.

Intake Coordinator's Name (required field): Enter the First and Last Name of the Case Manager **and** Title.

Intake Coordinator's Phone Number (required field): Enter the complete phone number in the format of 999-999-9999 for the Case Manager.

After-Hours Contact Number (required field): Enter the complete phone number in the format of 999-999-9999 for the after-hours contact phone number.

Comments (required field): Enter comments such as Branch, caretaker stays at home, daycare assistance is required, N/A, None, No Comments, etc.

of Vacancies (required field): Enter the number of children the home is willing to accept at this time. The number of vacancies and the number they currently serve may not exceed the number for which they are verified, but it can be lower.

Click the **Add Blank Row** button to insert a new row to add the next home.

Note - You can click the **Back, do NOT Save** button to return to the **Provider Update** page without saving.

On the **Provider Vacancy Update** page, click the **Save** button and the **Provider Update** page opens with the homes listed in a table below the administrative information. Verify that the information for each home is correct. The homes are sorted alphabetically by county.

On the **Provider Update** page, click the **Save** button and then click the **Child-Care Provider Main Page** button. The **Child-Care Provider Main Page** opens.

Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.

To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

Note - A **Delete** button will be added for each home after it is saved.

Child Placement Vacancy Provider Update

If you need assistance or have any questions regarding the Child Placement Vacancy application,
please contact [Anita Lewis](#) at (512)438-3657.

Print Version	Save	Child-Care Provider Main Page	Holidays
Children without Placement	Moderate Level in RTCs	Children in Psychiatric Hospital	Other

Last Updated Date	06/02/2014 01:26 PM		
Operation Number			
Provider Name			
Provider Address			
Type of Facility			
Type of Services	Adoption Services, Child-Care Services, Foster Care Services		
Number of Vacancies			
No-Pay Contract			
Intake Email Address		Website Address	
Contact Person		Phone	
Alt. Contact Person		Phone	
After Hours Contact Person		Phone	
Alt. After Hours Contact Person		Phone	
Anticipated vacancies:		date format (MM/DD/YYYY)	
Contact Comments			

Vacancy Listing record 1 to 2

[Modify Vacancies](#)

County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Lang. Spoken	Provider Information	# of Vac.
		Foster Care Services		Yes	3 to 15	Both		Foster Parent's Name: Intake Cordinator's Name: Intake Cordinator's Phone Number: After-Hours Contact Number: Comments: No comments	
		Foster Care Services		Yes	10 to 12	Female		Foster Parent's Name: Intake Cordinator's Name: Intake Cordinator's Phone Number: After-Hours Contact Number: Comments: No comments.	

Print Version	Save	Child-Care Provider Main Page
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Note - If more than ten homes are added, click the **Next>>** hyperlink to advance to the next page and click the **<<Prev** hyperlink to return to the previous page.

Existing Residential Operations

Add Individual Home Information

Existing residential operations will **add new homes** on the **Provider Vacancy Update** page.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.
2. Click the **Modify Vacancies** button and the **Provider Vacancy Update** page opens.

**Child Placement Vacancy
Provider Vacancy Update**

Vacancy Info - Update												
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Languages Spoken	# of Homes	Provider Information	# of Vacancies		
-	-	Child-Care Services Foster Care Services	-	Yes	13 to 15	Both		-	Foster Parent's Name <input type="text"/> Home Type <input type="text"/> Intake Coordinator's Name <input type="text"/> Intake Coordinator's Phone Number <input type="text"/> After Hours Contact Number <input type="text"/> Comments No Comments...	-	-	<input type="button" value="Delete"/>
-	Basic Moderate Specialized Intense	Child-Care Services Foster Care Services	-	-	- to -	-	English Spanish French Vietnamese American Sign Language Other <input type="text"/>	-	Foster Parent's Name <input type="text"/> Home Type <input type="text"/> Intake Coordinator's Name <input type="text"/> Intake Coordinator's Phone Number <input type="text"/> After Hours Contact Number <input type="text"/> Comments <input type="text"/>	-	-	

3. **Add the new home.** Refer to pages 9 - 11 for adding new home instructions and images.

Note - If you are adding multiple **new homes**, click the **Add Blank Row** button after each addition.

4. On the **Provider Vacancy Update** page, click the **Save** button and the **Provider Update** page opens. Verify that the information for the **new home** is correct.
5. On the **Provider Update** page, click the **Save** button and then click the **Child-Care Provider Main Page** button. The **Child-Care Provider Main Page** opens.
6. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
7. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

Edit Administrative Information

The administrative information is **edited** on the **Provider Update** page.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.

Child Placement Vacancy Provider Update

If you need assistance or have any questions regarding the Child Placement Vacancy application, please contact [Anita Lewis](#) at (512)438-3657.

<input type="button" value="Print Version"/>	<input type="button" value="Save"/>	<input type="button" value="Child-Care Provider Main Page"/>	<input type="button" value="Holidays"/>
<input type="button" value="Children without Placement"/>	<input type="button" value="Moderate Level in RTCs"/>	<input type="button" value="Children in Psychiatric Hospital"/>	<input type="button" value="Other"/>
Last Updated Date	02/11/2014 10:33 AM		
Operation Number			
Provider Name			
Provider Address			
Type of Facility	Child Placing Agency		
Type of Services	Adoption Services, Child-Care Services, Foster Care Services		
Number of Vacancies			
No-Pay Contract			
Intake Email Address	<input type="text"/>	Website Address	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
Alt. Contact Person	<input type="text"/>	Phone	<input type="text"/>
After Hours Contact Person	<input type="text"/>	Phone	<input type="text"/>
Alt. After Hours Contact Person	<input type="text"/>	Phone	<input type="text"/>

2. **Edit the administrative information.** Refer to pages 7 - 8 for the administrative information fields.
3. On the **Provider Update** page, click the **Save** button and verify that the **edited** administrative information is correct for the provider. Click the **Child-Care Provider Main Page** button and the **Child-Care Provider Main Page** opens.
4. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
5. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

Edit Individual Home Information

The home information is **edited** on the **Provider Vacancy Update** page.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.
2. Click the **Modify Vacancies** button and the **Provider Vacancy Update** page opens.

**Child Placement Vacancy
Provider Vacancy Update**

Vacancy Info - Update										
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Languages Spoken	# of Homes	Provider Information	# of Vacancies
		Child-Care Services Foster Care Services		Yes	3 to 15	Both			Foster Parent's Name Home Type Intake Coordinator's Name Intake Coordinator's Phone Number After-Hours Contact Number Comments No comments	Delete
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Foster Parent's Name Home Type Intake Coordinator's Name Intake Coordinator's Phone Number After-Hours Contact Number Comments No comments	Delete

3. **Edit the home information.** Refer to pages 9 - 11 for the home information fields and images.
4. On the **Provider Vacancy Update** page, click the **Save** button and the **Provider Update** page opens. Verify that the **edited** information is correct for the home.
5. On the **Provider Update** page, click the **Save** button and then click the **Child-Care Provider Main Page** button. The **Child-Care Provider Main Page** opens.
6. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
7. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.

Delete Individual Home Information

The home information is **deleted** on the **Provider Vacancy Update** page.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.
2. Click the **Modify Vacancies** button and the **Provider Vacancy Update** page opens.

**Child Placement Vacancy
Provider Vacancy Update**

Vacancy Info - Update											
County	Service Level	Service Types	Special Needs	Legal Risk	Age Range	Gender	Languages Spoken	# of Homes	Provider Information	# of Vacancies	
		Child-Care Services Foster Care Services		Yes	3 to 15	Both			Foster Parent's Name Home Type Intake Coordinator's Name Intake Coordinator's Phone Number After-Hours Contact Number Comments No comments		<input type="button" value="Delete"/>
		Child-Care Services Foster Care Services		Yes	10 to 12	Female			Foster Parent's Name Home Type Intake Coordinator's Name Intake Coordinator's Phone Number After-Hours Contact Number Comments No comments.		<input type="button" value="Delete"/>

3. Click the **Delete** button for the home that needs to be removed and a message box opens stating, "Are you sure you want to DELETE this vacancy?" Click the **OK** button in the message box.
4. On the **Provider Vacancy Update** page, click the **Save** button and the **Provider Update** page opens. Verify that the home is **not** listed in the table.
5. On the **Provider Update** page, click the **Save** button and then click the **Child-Care Provider Main Page** button. The **Child-Care Provider Main Page** opens.
6. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.
7. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.