

Bright Futures Information System (BFIS) For Child Care Programs & Professionals

What is BFIS?

BFIS is an online data management and information system. BFIS helps families and child care providers access important information relating to statewide child development systems and services.

Families can find information about child care and after school programs. Providers can access the information they need to run their business and to support their professional development. Providers receiving payments from the Child Care Financial Assistance Program are **required** to BFIS to submit payment information

Organizations that sponsor professional development can connect to the professionals who seek it!



How do I log onto BFIS?

Getting a username and password:

1. To obtain a user ID and password go to: <https://bfishelp.ahs.state.vt.us> and select "How Do I Sign Up" from the top menu items.
2. Enter your information and indicate what type of account you need. For licensed center staff who do not submit invoicing please choose "Credentialing Account Only."
3. A user ID and temporary password will be sent to the email address you provide, usually within one business day.

Once you have obtained your login information follow these steps:

1. Go to the CDD website at: <http://dcf.vermont.gov/cdd>.
2. On the homepage click on the BFIS login on the right.
3. On the System Login page enter your user ID and temporary password. (Passwords are difficult to type so please copy and paste from the BFIS email.)
4. Click submit.
5. You will be prompted to change your temporary password. Enter a new password. Write it down. BFIS does not keep records of passwords.
6. Login using your new password.

If you need help accessing your account please contact the BFIS Helpdesk at:

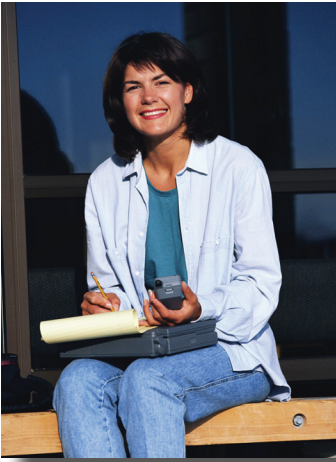
802-241-3694.



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For Professionals

(Use the Credential User Login)



The professional development features within BFIS are helpful to early care and afterschool individuals. The features include:

- A statewide Course Calendar of professional development opportunities for early childhood and afterschool practitioners.

- An online professional development resume for individuals that includes a place to document education, work experience, credentials, certificates, attendance at workshops and conferences, and professional development planning.
- Quick and easy tracking of professional development for individuals and sponsors who join the BFIS loop!

Additional professional development resources are available at Northern Lights Career Development Center. Go to <http://www.northernlightscdc.org>.

For Programs

(Use the Provider Login)



Maintain Licensing Information

BFIS makes it easier for programs to inform the Child Development Division about changes in the program.

There are a variety of things that can be done to maintain a license or registration as a provider:

- View licensing site visits
- Submit variance requests
- Submit incident reports
- Reapply for license or registration

Attendance & Invoicing

You can submit your Child Care Financial Assistance (subsidy) invoice online with BFIS. You can submit attendance information every two weeks, and receive payments in a timely fashion. You can even view a family's financial assistance certificate when they are approved for your program.

Market your Child Care Program

Basic information about all regulated child care programs is available on the BFIS website. In addition information about violations is available on the public website. You can enhance the information that people see about your program through the "Referral Agreement."