



**Growing our children's future together**

# **Quick Reference Guide for Providers: Program Profiles**

Version 1.0

## Overview

The New Hampshire Department of Health & Human Services has developed the brand new **New Hampshire Child Care Search Portal**. The online resource provides available child care information for families/caregivers seeking care. The website contains an online searchable list of child care providers in the State and a comprehensive view of each child care program's profile that includes, but is not limited to: the program's contact information, hours of operation, licensing reports and status, online family resources, ages and capacity served, and other specifics that you want to highlight about your program. Most importantly, families/caregivers are interested to know whether you are currently accepting children.

As a Child Care Program Provider in the Child Care Search Portal site, you will have immediate access to your profile each time you log in. On the login page, enter your username and password and click login. Then you will be prompted to the welcome page.

You will see the first panel called **Child Care Profile**. Click here on the button called **“Update Program Profile.”** This will take you to the **Profile Edit** page.

(Continue to next page)



New Hampshire

HomeSupportProgram Admin

Welcome Program Admin,

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**Child care profile**

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UPDATE PROGRAM PROFILE

**Background Record Checks**

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VIEW DASHBOARD

**Training**

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VIEW MY TRAINING

**Professional Registry**

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VIEW PROFESSIONAL REGISTRY

Recent updates and announcements

4/24/2020

Effective Lorem Ipsum 7/01/2020 Mouris tempor quam e ut. Orci eu lobortis elementum nibh tellus molestie nunc non blandit. Gravida in fermentum et sollicitudin ac. Amet luctus venenat

Learn more »

The New Hampshire Child Care Search Portal enables you to update any part of your information with any changes you may want to include. For example, if you change the ages or capacity of the children you serve, you are now able to log into the online portal and update the information right away.

Program Details

Share Options

Hours of Operation and Rates

Ages Served and Capacity

Other Information

Share Options

Facebook URL

Website URL

\* E-mail address

pooja.sharma@mtxb2b.com

\* Phone

(603) 943-1860

Share options to show on profile

☐ Facebook
 ☐ Website
 ☐ E-mail

Hours of Operation and Rates

NOTE: Due to some providers offering multiple schedule options (i.e. "full-time", "summer only" etc.) more than one "Schedule Shift" may be displayed below (along with the associated "Hours of Operation" and "Fees" pertaining to each shift offered.)

School Year Schedule

+

AM/PM sessions

+

Ages Served and Capacity

Total Licensed Capacity: 120

Age Range:

For internal Use Only

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Remember, each program will receive a login ID that can be used 24/7 to update this information and those updates will be immediately visible to families/caregivers. You can choose to display your email address to families/caregivers. If you decide you do not want to display your email, you can choose to remove it by unchecking the box for email.


**\*E-mail address**

pooja.sharma@mtxb2b.com

**Share options to show on profile**

☐ Facebook ☐ Website ☐ E-mail

If you move up the page just above Program Details, you will see at the top of the screen, a video link that you can view for a quick how-to that helps you navigate and update your profile.



Learn how to navigate and use the Portal!

Donec facilisis tortor ut augue lacinia, at viverra est semper. Sed sapien metus, scelerisque nec pharetra id, tempor a tortor.

Check out the self-service instructional video

[VIEW VIDEO](#)

If you use the field called **Hours of Operation And Rates**, you can add your fee structure, and even choose whether or not this is visible to families. Simply click the pencil icon to edit, and if you already have a schedule, click the plus sign to add your hours of operation. You can input additional schedules and fees.

**Hours of Operation and Rates** + 

**NOTE:** Due to some providers offering multiple schedule options (i.e. "full-time", "summer only" etc.) more than one "Schedule Shift" may be displayed below (along with the associated "Hours of Operation" and "Fees" pertaining to each shift offered.)

School Year Schedule	+
AM/PM sessions	+

And at the field called **Share Options**, your email and phone number are required so parents/caregivers can find details. Right below that, when you click on **Social Media Links** under the Share area, you can also update or correct your social media profiles or even link your own website from here.



You can also choose to update your ages served or the capacity for your programs for toddlers or preschool, and so on. And by clicking on the question mark icon, you will find help text available.

**What does this Age Group mean?**

**Infant:** 6 weeks through 12 months.

**Toddler:** 13 months through 35 months.

**Preschool/Kindergarten** - A child 3 years of age or older not attending a full day school program.

**School Age** - Begins at 4 years 8 months and attending a full day school program.

As you update your profile, you can also enter additional areas of information for parents and families to view.


Once you have updated all the information for your program, please double check it to make sure it's visible and complete. Here's how. View it by choosing **"View Profile as"** and click the link.

#### **PROFILE EDIT**

Some information on the provider detail page cannot be changed by the provider and does not display on the edit screen. To view the profile with all available content included, click the [view public profile](#) link.

Now you can see exactly how it will appear to families who visit the Child Care Search Portal.





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[Careers](#)

**Liliane Miria Moncao**

16 North Eastern Blvd Nashua,  
New Hampshire 03062

[Directions](#)

**COVID-19 Closure**



**Phone**  
(603) 943-1860

**Email**  
The provider has chosen not to display the email address.

**Availability**  
Accepting Children

**Share**

Child Care providers are responsible for maintaining certain information on this page. If you have questions about a specific child care provider, please contact the provider directly or contact the **DHHS** for more information.



When you are finished confirming your information and that your updates are ready, choose **“Profile Edit”** and then click **“Save.”** Any changes you make will immediately be updated on the site right after you clicked save.

**PROFILE EDIT**

Some information on the provider detail page cannot be changed by the provider and does not display on the edit screen. To view the profile with all available content included, click the [view public profile](#) link.

EXIT

SAVE

Remember: You can update virtually any areas about your program, except your license capacity, status, and age range. In addition, your QRIS rating and enrollment status in the New Hampshire Child Care Scholarship and/ or Preventive and Protective Program cannot be edited.

This concludes this Quick Reference Guide for Program providers. Thank you.

