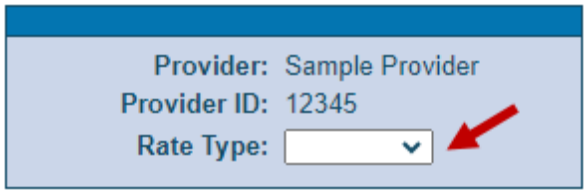
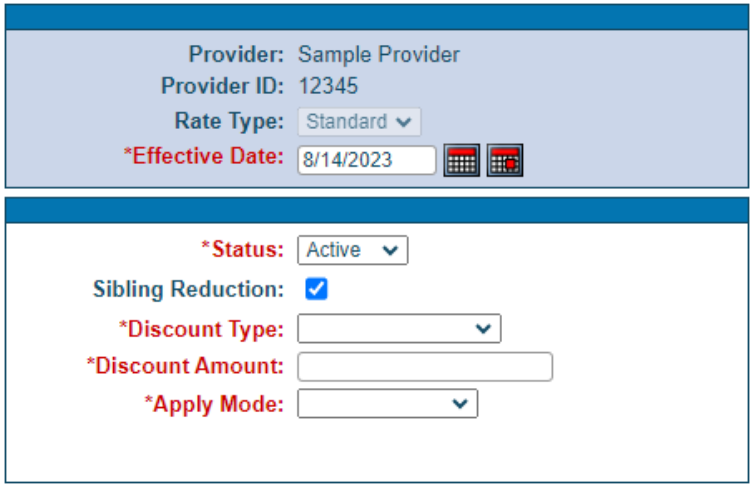
KinderTrack – Setting a Provider Rate

A Press **Rates** under **Provider**.

B Press the drop-down arrow to select the **Rate Type**.



C Press **Edit** to open the fields for editing.



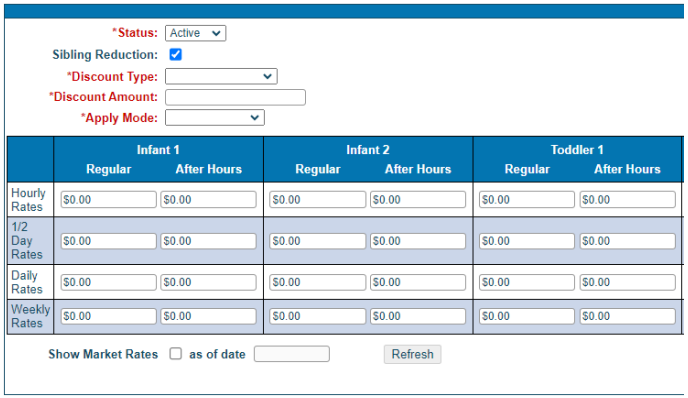
D You can now modify the **Rate Type** selected for editing.

E Enter the **Effective Date** for the rates or use the **Calendar** button to select.

F Press the drop-down arrow to select the **Status** indicating whether the rates are **Active** or **Inactive** (KinderSystems use only).

G If the **Provider** offers a discounted rate for siblings enrolled at the same facility, click the **Sibling Reduction** checkbox. When checked, additional fields open requiring additional information for the discount.

- Press the drop-down arrow to indicate the **Discount Type**, whether the discount is based on a fixed **Amount Per Week** or a **Percentage**.
- Enter the **Discount Amount.**
- Press the drop-down arrow to select the **Apply Mode**; the discount will be applied to **All Children** or **After First Child**.



For more information, visit http://tx3c.info, email us at supportTX@kindersystems.com or call us at 1-888-265-6461.

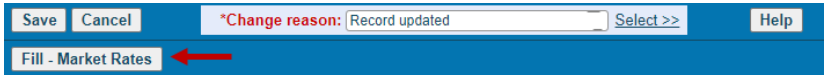
H Press the drop-down arrow to select whether the **Preferred Rate Mode** of the **Provider** is based on charging a Fixed Rate or using pre-set **Thresholds** to determine whether to pay **Full-Time** or **Part-Time** rates.

I You can now edit the **Provider** rate amounts in the table. Make sure to enter amounts for **Normal Hours**, **After Hours**, and **FT+ Hours**, based on **the child's age and Part-Time or Full-Time status**.

J If desired, click the **Show Market Rates** check box. The system automatically selects the current date and displays the rates. To change, type the desired **as-of-date** or use the **Calendar** button to select. Press **Refresh** to update.

Note: The Market Rates can only be edited through the Admin activity. The system then displays the **Market Rates** as of the selected date.

K The request to **Show Market Rates** enables the **Fill – Market Rates** button on the top of the page. Press to populate the **Provider** rate fields with the **Market Rates** currently displayed.



Note: The **Fill – Market Rates** button only populates the rates in the **Normal Hours** section. The user needs to populate other sections manually.

L Click **Select >>** next **to Change Reason** to choose the reason for making the changes or type a new one.

M Press **Save.**

Note: If, upon clicking **Save**, the information needs to be completed or corrected, you will receive one or more pop-up messages/WPIs letting you know what needs to be changed to save the record.