

Helpful Tips for Registered Providers

To ensure success, please follow all steps listed on this document!

1. Information on the Child Care Provider Application Process can be found at <https://dese.mo.gov/childhood/quality-programs/child-care-subsidy>
2. The Child Care Provider Application Checklist for Six or Fewer (SOF) Child Care Providers is a list of all items that needed to be completed. It can be found at <https://dss.mo.gov/cd/child-care/child-care-providers/sof-registration-checklist.pdf>
3. Once paperwork is complete and submitted, a DVN will be issued to you by the Office of Childhood. This process can take up to 30 days. A DVN is a Departmental Vendor Number that you must receive as part of the subsidy payment process.
4. Questions about this process should be directed to the Office of Childhood: 573-751-4212 or CCSubsidyAgreements@dese.mo.gov

*** THESE STEPS REQUIRE INTERNET ACCESS AND PREFERABLY A DESKTOP COMPUTER ***

1. OPEN Initiative can assist you with step 9 on the Child Care Provider Application Checklist for Six or Fewer (SOF) Child Care Providers (screenshot of step 9 is below).

9. Register with OPEN Initiative online at <https://www.openinitiative.org/> to complete the following:

- 1) **Obtain a Missouri Professional Development (MOPD) ID;**
 - The Missouri Professional Development (MOPD) ID is a unique number that you will use throughout your career in the child care field.
 - Refer to the OPEN Initiative website at <https://www.openinitiative.org/> for more information about getting an MOPD ID or how to look up your MOPD ID if you think you already have one.
- 2) **Create a Toolbox account and enroll in the MOPD Registry** at <https://www.openinitiative.org/>;
- 3) **AFTER** your registration is approved and you received your DVN and Certification or Registration, **Request Program Level Access and add your MOPD ID number under your DVN.**

Helpful Tips:

- The Toolbox account is where your training information is stored. Once you create a Toolbox account, you are then required to enroll in the MOPD Registry to track your attendance and completion of trainings obtained through the Workshop Calendar. Completed training cannot be verified until Program Level Access has been granted and you have been added as staff to the facility DVN.

2. Every provider must have a MOPD ID. A MOPD ID is a 6-digit number used to track completed trainings. You will keep this number for the duration of your child care career. To create a MOPD ID, go to <https://www.openinitiative.org/toolbox/MOPDID/MOPDIDRequest.aspx>.
3. A Toolbox account is specific to an individual and is how you can review the information associated with your MOPDID.
4. Your next step is join the MOPD Registry, which houses data for the child care industry for the entire state of MO.
5. After you receive your DVN from DSS, you can request Program Level Access.

Instruction guides and how-to videos are available on our website: <https://www.openinitiative.org/>

If you have questions about your MOPD ID, training reports, or Toolbox account, contact OPEN Initiative at openinitiative@missouri.edu