



**Provider & Program Management (PPM) Unit
of the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS)**

Summer Camp Web-based Access and Instructions

On-line access is now available for summer camps who participate with the camp grant program. Review all guidelines before applying to participate with this program.

What's available?

1. Register your camp and upload documents online.
2. Add multiple camp sites.
3. Give access to Super Admins and Users.
4. View grant applications submitted for your camp.
5. See the status of each grant application (Pending, Incomplete, Approved, Withdrawn).
6. View and/or print documents (Grant applications, Registration forms, Incomplete notice, Approval letter, Withdrawal letter).

Summer Camp Online Registration Process

The person registering your camp for the first time becomes the Super Admin and will have access to view data for multiple sites.

Go to the following link to register: <https://dbhidsapps.phila.gov/SCCamp/SummerCamp/Account/LogOn>. Choose Register to the right in the blue box or Logon if you have a username and password.

Login Screen/Register

Welcome to the Online Application Portal for Summer Camps

City of Philadelphia Information Systems

This is a private system. This system and all related hardware, software and systems are the property of the city of Philadelphia and are for use by authorized users only in accordance with the applicable City of Philadelphia Policies. Unauthorized access to or use of this system is strictly prohibited. Unauthorized users are subject to disciplinary action under City of Philadelphia policies.

All data contained on this system is owned by the City of Philadelphia and it may be monitored, intercepted, recorded, read, copied, or captured in any manner or disclosed in any manner by authorized persons. If such monitoring reveals possible evidence of criminal activity, system personnel may provide this information to law enforcement officials.

There is no right of privacy on this system. All individuals using this system acknowledge the above and consent to the monitoring of their activity.

Instructions and Guidelines for using this website

Click the link to review detailed information for registering your camp and assigning users:
Click [here](#)

Returning Users

If you have forgotten your password, click on this [Forgot Password](#) link. The website will create a new password and email it to you. If your account has been locked, contact us at: SummerCamp_DBHIDS@phila.gov

New Users

Once registration is complete, expect an email from DBHIDS with approval / denial status.

Click on this [Register](#) link to begin the registration process.

See homepage for messages and updates.

Contact SummerCamp_DBHIDS@phila.gov with any questions and concerns.

Please note: System maintenance is performed during the hours of 4:00 a.m. and 5:00 a.m.

Camp Portal

User name

Password

Remember me

LOGON

[Forgot Password](#)

New Camp? [Register](#)

For new registrations you will need to register your site. When you have completed the initial registration, PPM will see you as a New camp. Wait for an email response stating that you have been moved from New to Pending.

Returning camps are already in Pending status. Review, manage, and add any new sites. Add or delete users.

New Camp-Admin Profile: Enter your information. Choose a strong password. Remember the password entered. You will need it to login.

Camp Site Profile: Enter information for your first site.

Camp Business Office Profile (Optional): Enter information for your business office, if applicable.

When complete, choose Register button.

Register New Camp

 TEXT SIZE: S | M | L

[Home](#) [DBHIDS](#)

[Back to Login](#)

Register New Camp

New Camp-Admin Profile

*First name

*Last name

Middle Initial

*Email (Login Id)

*Password

*Confirm password

*Primary Phone Ext.

* Required

Camp Site Profile

*Site Name

*Address Line 1

Address Line 2

*City

*State

*Zip

Camp Site Fax

*Site Phone 1 Ext.

Site Email

Site Website

Who signed agreement

Title of who signed agreement

Camp Business Office Profile (Optional)

Business Name Business Contact

Address Line 1 Business Email

Address Line 2 Business Phone Ext.

City Business Fax

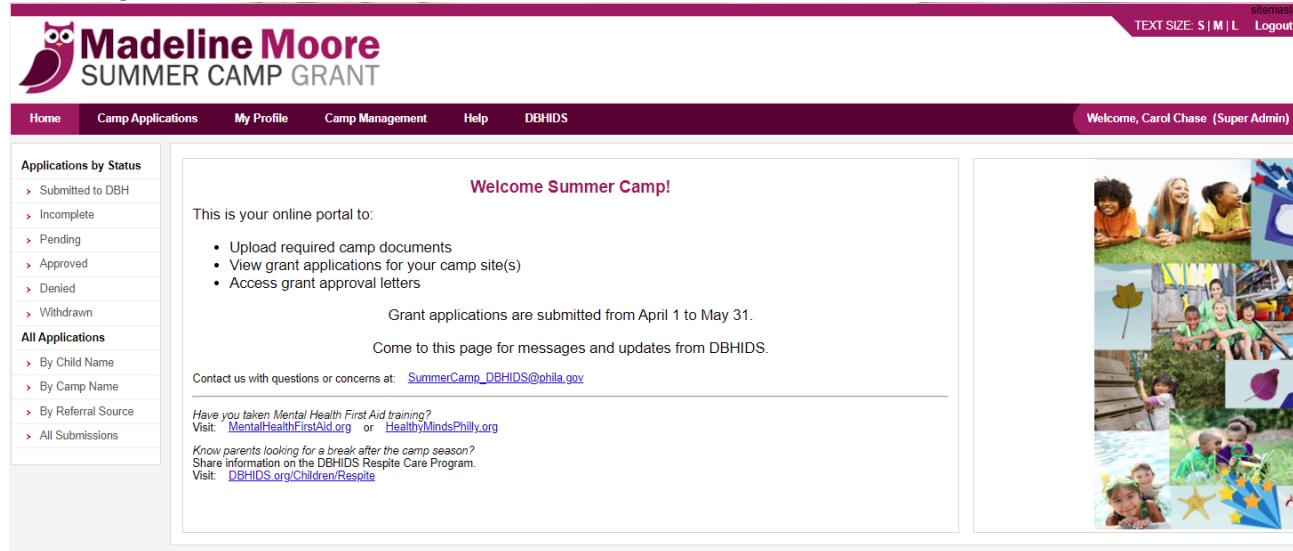
*State Business Website

Zip

Register

When you receive the email from SummerCamp that your camp is now in Pending status, you can login. This will open the Home Page. From here choose to manage camp sites and users.

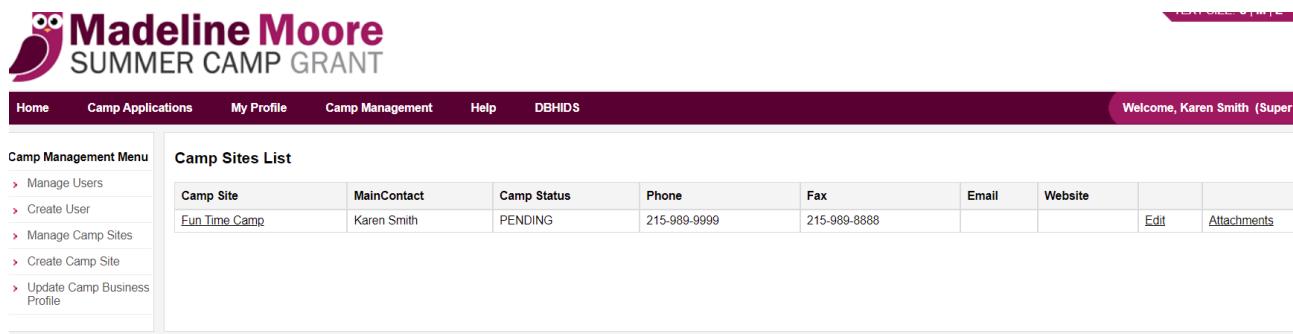
Home Page



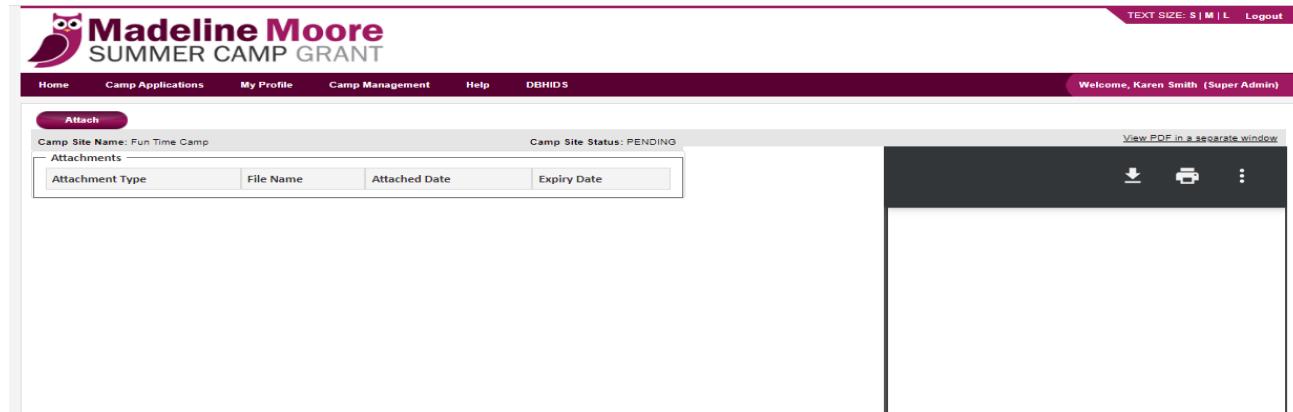
One-Site Camp Management

If you are a one-site camp, you are ready to upload required documents. You have been listed as the Super Admin. Choose Camp Management from the top bar, then Manage Camp Sites from the list to the left. You will see the camp site you added as well as your current status. Status will always be Pending until documents are uploaded and reviewed. Select Attachments in the far-right column.

Please note: previous year's documents are removed prior to the new season.



Choose the Attach button.



Add required documents using the drop down menus. Documents must be in PDF format and less than 5MB in size. Choose the file, label the document. Choose an accurate label for documents as documents are shared based on document label. For date sensitive documents, enter the expiration date (Insurance Certificate, DHS Compliance). Multiple pages must be saved into one document (ex. 3 brochure pages-save as one PDF document). Three documents can be added at a time. Select the Attach button at the bottom. Begin again to add additional documents. (See page 6 for a list of required documents.)



TEXT SIZE: S | M | L | Logout

Home Camp Applications My Profile Camp Management Help DBHIDS

Welcome, Karen Smith (Super Admin)

Attach Documents Form

Choose Attachment	Attachment Type	Document Expiration Date
<input type="button" value="Choose File"/> No file chosen	Attachment Type <input type="button" value="▼"/>	mm/dd/yyyy <input type="button" value="▼"/>
<input type="button" value="Choose File"/> No file chosen	Attachment Type <input type="button" value="▼"/>	mm/dd/yyyy <input type="button" value="▼"/>
<input type="button" value="Choose File"/> No file chosen	Attachment Type <input type="button" value="▼"/>	mm/dd/yyyy <input type="button" value="▼"/>

Attached documents will appear in the list.



Home Camp Applications My Profile Camp Management Help DBHIDS

Welcome, Karen Smith (Super Admin)

Attach

Camp Site Name: Fun Time Camp Camp Site Status: PENDING

View PDF in a separate window

Attachments

Attachment Type	File Name	Attached Date	Expiry Date
CAMP_ACA_CERTIFICATE	TEST ACA 2020.pdf	02/16/2022 04:31	12/19/2022
CAMP_AGREEMENT	Fun Time Camp.pdf	02/16/2022 04:26	
CAMP_BROUCHURE	TEST Brochure 2022.pdf	02/16/2022 04:26	
CAMP_REGISTRATION	TEST Camper Reg 2022.pdf	02/16/2022 04:26	
CAMP_COMPLIANCE_CERTIFICATE	TEST Compliance 2022.pdf	02/16/2022 04:27	
CAMP_INSURANCE_CERTIFICATE	TEST Ins.Cert 2022.pdf	02/16/2022 04:27	
CAMP_EMERGENCY_PROTOCOL	TEST Emergency Procedures.pdf	02/16/2022 04:27	
CAMP_REQUEST_W9	Request for W-9.pdf	02/16/2022 04:28	

1 / 1 | - + | ⌂ |

Our Camp asserts that DBHIDS can rely on the accuracy of the Camp Information provided below and that the person signing this Application and Agreement is authorized on behalf of our Camp to make the assertions and agreements stated herein.

Camp Information

Name of camp: <input type="text" value="Fun Time Camp"/>	Camp contact name: <input type="text" value="Karen Smith"/>
Camp address: <input type="text" value="123 New Avenue"/>	Camp phone #: <input type="text" value="215-989-9999"/>
City, State, Zip: <input type="text" value="Phila, PA 19109"/>	Camp fax #: <input type="text" value="215-989-9999"/>
E-mail: <input type="text" value="Karen.Smith@email.com"/>	Website: <input type="text"/>
Bus. office contact: <input type="text"/>	Bus. office address: <input type="text"/>
Bus. office address: <input type="text"/>	Bus. office phone #: <input type="text"/>
City, State, Zip: <input type="text"/>	Bus. office fax #: <input type="text"/>
E-mail: <input type="text"/>	Website: <input type="text"/>

(Use Additional Pages for all Camp addresses, if necessary)

Parent Company Affiliate

You may add an additional Super Admin to your camp site.

After attaching documents and adding users, contact SummerCamp_DBHIDS@phila.gov. Let us know your documents are ready for review. Documents will be reviewed, and email response sent within 5 to 7 business days.

Multiple Camp Sites

You are now ready to add additional sites. You have been listed as the Super Admin. Super Admins have authority to add sites, additional Super Admins and Users. Under Camp Management choose Create Camp Site. Complete the camp form. Choose your name as the main contact. Main contact information can be changed as users are added. Choose the Create button. Follow the same steps to create additional camp sites. As sites are added required documents for each site can be uploaded. (See previous pages.)



Home Camp Applications My Profile Camp Management Help DBHIDS

Camp Management Menu

- > Manage Users
- > Create User
- > Manage Camp Sites
- > Create Camp Site
- > Update Camp Business Profile

Create New Camp Site

Camp Site Profile

*Camp Site Name

*Address Line 1

Address Line 2

*City

*State

*Zip

Site Fax

*Site Phone

Weblink

Who signed agreement

Title of who signed agreement

*Main Contact

Create

A User can be added as the Main Contact for one site. A user who manages multiple sites must be a Super Admin. User or Super Admin listed for each site will become the Main Contact for that site. Users receive an email with a temporary password to login. Super Admins see data for all sites. Users see data for their assigned site.



Home Camp Applications My Profile Camp Management Help DBHIDS

Camp Management Menu

- > Manage Users
- > Create User
- > Manage Camp Sites
- > Create Camp Site
- > Update Camp Business Profile

Add User

./Scripts/

Name

Role

Phone #

Email

Camp Site

Submit

When all sites, Users and Super Admins, and documents have been added, send an email to SummerCamp_DBHIDS@phila.gov. Let us know your documents are ready for review. Documents will be reviewed, and email response sent within 5 to 7 business days.

Required Documents to be Uploaded

1. Signed Application/Agreement
2. Certificate of Occupancy and/or DHS Certificate of Compliance
3. Insurance Certificate
4. Established Emergency Protocol
5. Camp Brochure
6. Camper Registration Form
7. Request for W-9
8. American Camp Association membership certificate (if affiliated)

Super Admin can:

Create new sites

Add additional Super Admins

Add Users

See data for all camp sites

See grant applications for all camp sites

User can:

View data for assigned camp site

See grant applications for assigned camp site