



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 See the status of each grant application (Pending, Incomplete, Approved, Withdrawn).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

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SUMMER CAMP GRANT

TEXT SIZE: S | M | L

Home DBHIDS

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

HomeDBHIDS

Register New Camp [Back to Login](#)

New Camp-Admin Profile

*First name

*Last name

Middle Initial

*Email (Login Id)

*Password

*Confirm password

*Primary Phone Ext.

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 <input type="text"/>	Business Contact <input type="text"/>
Address Line 1 <input type="text"/>	Business Email <input type="text"/>
Address Line 2 <input type="text"/>	Business Phone <input type="text"/> Ext. <input type="text"/>
City <input type="text"/>	Business Fax <input type="text"/>
*State <input type="text"/>	Business Website <input type="text"/>
Zip <input type="text"/>	

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

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Home | Camp Applications | My Profile | Camp Management | Help | DBHIDS | Welcome, Carol Chase (Super Admin)

Applications by Status

- > Submitted to DBH
- > Incomplete
- > Pending
- > Approved
- > Denied
- > Withdrawn

All Applications

- > By Child Name
- > By Camp Name
- > By Referral Source
- > All Submissions

Welcome Summer Camp!

This is your online portal to:

- Upload required camp documents
- View grant applications for your camp site(s)
- Access grant approval letters

Grant applications are submitted from April 1 to May 31.

Come to this page for messages and updates from DBHIDS.

Contact us with questions or concerns at: SummerCamp_DBHIDS@phila.gov

Have you taken Mental Health First Aid training?
Visit: MentalHealthFirstAid.org or HealthyMindsPhilly.org

Know parents looking for a break after the camp season?
Share information on the DBHIDS Respite Care Program.
Visit: DBHIDS.org/Children/Respite

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.

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Home | Camp Applications | My Profile | Camp Management | Help | DBHIDS | Welcome, Karen Smith (Super Admin)

Camp Management Menu

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

Camp Sites List

Camp Site	MainContact	Camp Status	Phone	Fax	Email	Website		
Fun Time Camp	Karen Smith	PENDING	215-989-9999	215-989-8888			Edit	Attachments

Choose the Attach button.

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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

Attachment Type	File Name	Attached Date	Expiry Date

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.)

Attached documents will appear in the list.

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 W9.pdf	02/16/2022 04:28	

Camp Information

Name of camp: Fun Time Camp Camp contact name: Karen Smith
 Camp address: 123 New Avenue Camp phone #: 215-989-9999
 City, State, Zip: Phila, PA 19199 Camp fax #: 215-989-8888
 E-mail: Karen.Smith@gmail.com Website: _____
 Bus. office contact: _____
 Bus. office address: _____ Bus. office phone #: _____
 City, State, Zip: _____ Bus. office fax #: _____
 E-mail: _____ Website: _____
 (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.)

The screenshot shows the 'Create New Camp Site' form. At the top is the Madeline Moore Summer Camp Grant logo and a navigation bar with links: Home, Camp Applications, My Profile, Camp Management, Help, and DBHIDS. A 'Camp Management Menu' is on the left, listing: Manage Users, Create User, Manage Camp Sites, Create Camp Site, and Update Camp Business Profile. The main form area is titled 'Create New Camp Site' and contains a 'Camp Site Profile' section with the following fields: *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, and *Main Contact (a dropdown menu with the text '-- Please Select User --'). A purple 'Create' button is at the bottom right.

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.

The screenshot shows the 'Add User' form. At the top is the Madeline Moore Summer Camp Grant logo and a navigation bar with links: Home, Camp Applications, My Profile, Camp Management, Help, and DBHIDS. A 'Camp Management Menu' is on the left, listing: Manage Users, Create User, Manage Camp Sites, Create Camp Site, and Update Camp Business Profile. The main form area is titled 'Add User' and contains a URL field (./Scripts/), and the following fields: Name, Role (dropdown menu with 'User' selected), Phone #, Email, and Camp Site (dropdown menu with 'Fun Time Camp' selected). A purple 'Submit' button is at the bottom.

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