



Child and Family Services(CFS)

Department of Behavioral Health and Intellectual disAbility Services (DBHIDS)

Summer Camp Web Portal

Registration

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

Registration link: <https://dbhidsapps.phila.gov/SCCamp/SummerCamp/Account/LogOn>. Choose Register to the right in the blue box.

Enter camp site information. Camps with multiple sites will enter data for the first site only.

New Camp-Admin Profile: Enter your information. You will become the Super Admin.

Camp Site Profile: Enter information for your first site. Other sites can be added later.

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

Choose the Register button when all information has been entered. The camp will be listed as New.

CFS calls all new camps to verify information and determine if camp qualifies for the grant program. After verification is made, CFS will mark the camp as Pending. You will receive an email which will contain a link to create a password. Create a strong password. You will then be able to access the Summer Camp portal. From the homepage add additional sites and users.

Home Page

The home page will have messages and updates from CFS. Camp agreement, Request for W9, and significant incident reports are located on the home page. From the selection bar options you can view grant applications, update your profile, and manage camp sites.

Camp Management

Under Camp Management you can add additional Super Admins, Users, camp sites and upload documents.

Manage Users: View users for each camp site. Delete users. Change user role and data. Assign camp site(s) to user.

Create User: Add a new user, assign role and camp site(s).

Manage Camp Sites: Upload documents to a site, edit site data, view users assigned to a site. (See next page for document upload instructions).

Create Camp Site: Create additional camp sites.

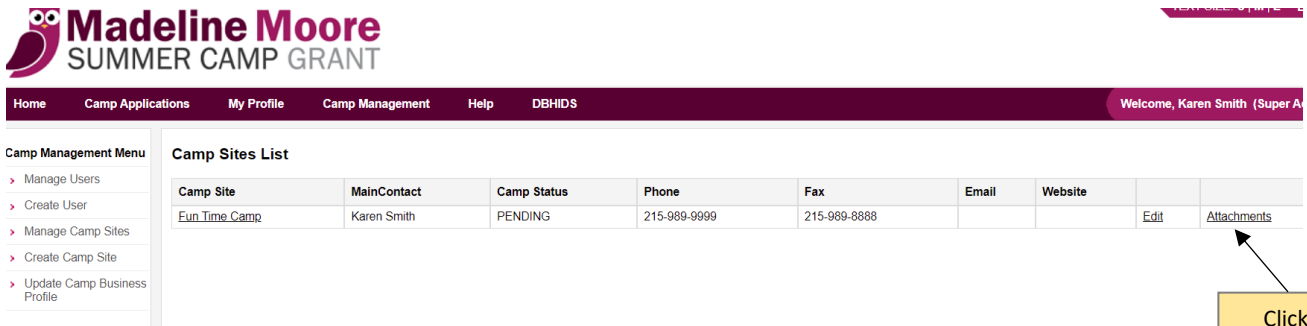
Update Camp Business Profile: Update business profile data.

Uploading Documents: To upload documents, select Attachments for the camp site from the far-right column. Choose the Attach button at the top. Select Attachment type, then choose the PDF file. Three documents can be uploaded at one time. For the insurance and compliance certificates, the expiration date should be entered. Choose the Attach button at the bottom to attach the documents. Follow the steps again to attach additional documents or replace uploaded documents. Be sure to select the **accurate attachment type**.

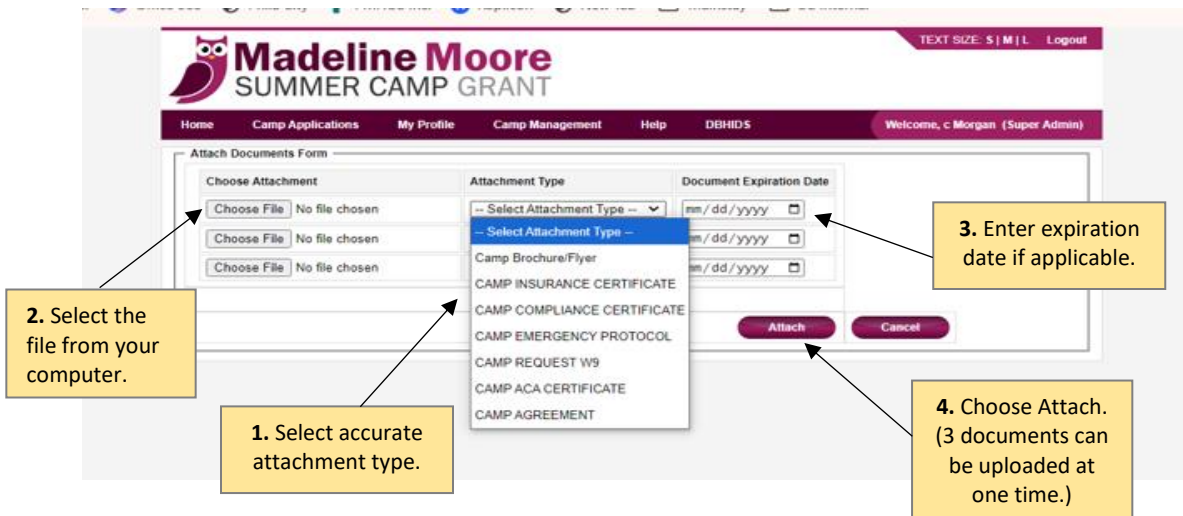
Documents must be in PDF format and less than 5MB in size. Multiple pages must be saved into one PDF document (ex. 3 brochure pages-save as one PDF document).

After documents have been uploaded, they will appear when Attachments is selected from the Camp Site List screen. (See screen shots below).

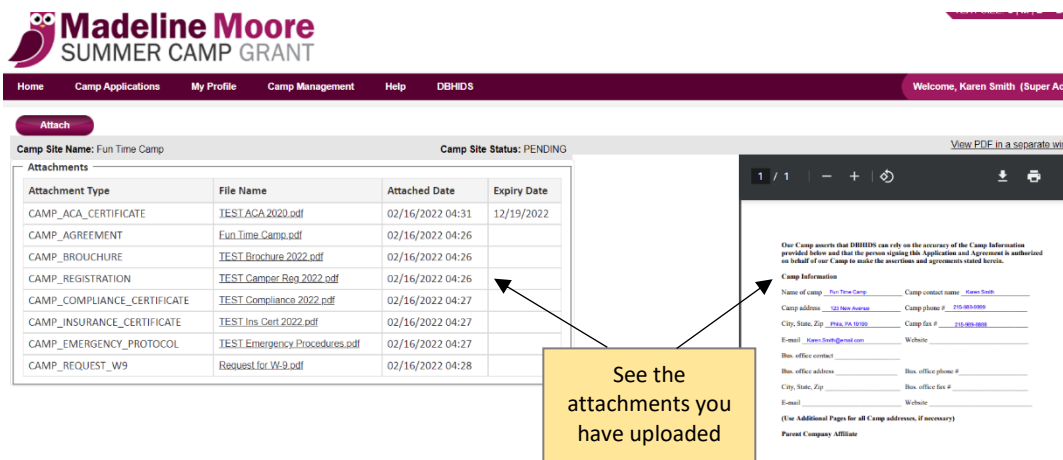
Manage Camp Sites Screen



Attach Documents Screen



Attachments View



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

Required Documents

Private Camps

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 accreditation (optional)

Philadelphia Parks & Recreation

1. Signed Application/Agreement
2. Established Emergency Protocol
3. Camp Brochure

User Roles

Super Admins can:

1. Create new sites
2. Add additional Super Admins
3. Add Users
4. View data for all camp sites
5. View grant applications for all camp sites

The Super Admin is responsible for adding authorized users. Each user should be added with a unique email address. Shared access is not supported, (examples: SunshineCamp@gmail.com – not acceptable; John.Smith@SunshineCamp.org – acceptable). Users who no longer need access must be deleted.

Note: DBHIDS is a HIPAA reporting department of the City of Philadelphia. Unauthorized access to the camp portal is prohibited.

Users can:

1. View data for assigned camp site(s)
2. View grant applications for assigned camp site(s)

Camp Applications

Under Camp Applications the Super Admin and User can view all camp grant applications for the site(s) they have been assigned. The list will display the reference number, child's name, submission date, agency contact, and agency phone number. The last column will display the status, submitted, pending, incomplete, approved or withdrawn. When the reference number is clicked the display will show the documents associated with the application, signed grant application, the incomplete notice, withdrawal letter and/or approval letter.

Submitted to DBH: Application has been submitted for review.

Incomplete: Application is missing required documents, information and/or signatures and must be re-submitted.

Pending: Application is being reviewed.

Approved: Application has been approved and payment will be made to the camp.

Withdrawn: Application has been withdrawn by the parent and child will not attend camp.

Contact CFS at SummerCamp_DBHIDS@phila.gov with questions regarding this document.