



# Madeline Moore Summer Camp Grant Provider Agency Guidelines

Provider & Program  
Management (PPM) Unit

City of Philadelphia  
 **DBHIDS**  
DEPARTMENT of BEHAVIORAL HEALTH  
and INTELLECTUAL disABILITY SERVICES



# Madeline Moore Summer Camp Grant

Camp grant applications are submitted by BH providers on behalf of families. DBHIDS uses a web-based application submission process. The following pages include



## General Information

- Child must reside in Philadelphia.
- Children must be between the ages of 6 and 17 when application is submitted.
- Children must be receiving behavioral health services through the encampment period.
- Only those camps selectable on the agency portal are eligible to receive grant funding.
- Provider agencies are required to visit approved children at camp.



## Register/Logon

Provider Agency Portal

<https://dbhidsapps.phila.gov/SCAgency/SummerCamp/Account/LogOn>

Registration begins February 12, 2024.

A link to the participating camp list is located on the pre-logon page. This list displays the most current camp site data.

You will find messages and important updates from DBHIDS on the homepage.



# Provider Agency Registration

- 1 Register at: [DBHIDS.org/Summer-Camp/Madeline-Moore-Grant](https://DBHIDS.org/Summer-Camp/Madeline-Moore-Grant)
- 2 The person registering the agency will become the Super Admin.
- 3 Email address becomes username.
- 4 Create a password.
- 5 Wait for approval email from DBHIDS.
- 6 Logon at [DBHIDS.org/Summer-Camp/Madeline-Moore-Grant](https://DBHIDS.org/Summer-Camp/Madeline-Moore-Grant).

Note: Username and password should not be shared within an agency. Each user must be added with an individual username and password.



## Adding Super Admins/Users

- 1 Go to Agency Management tab to edit the agency profile, add or delete agency users.
- 2 An agency should have a minimum of two Super Admins.
- 3 A Super Admin can see all grant applications listed under the agency profile.
- 4 Users see only the applications they have created.
- 5 Always select Create User to enter a new user.
- 6 Do not overwrite an existing user entry.



# Creating Grant Application

- 1 Select *Create New Application* to begin.
- 2 Child Info must be entered.
- 3 Referral info must be entered.
- 4 Save application.
- 5 Print application.
- 6 Parent takes application to camp for fees and signature.
- 7 Parent signs and returns application.

Note: Diagnosis will not print and should not be written in.



# Submitting Grant Application

- 1 Select *New (to be submitted)* and choose the reference #.
- 2 Enter camp information and fees.
- 3 Check signature boxes.
- 4 Save application.
- 5 Upload signed grant application under Grant Application.
- 6 Upload signed authorization letter under Authorization Letter.
- 7 Save, then submit grant application.
- 8 Grant application will appear in the Submitted to DBH list.

Note: Upload documents with the appropriate label in PDF format, not more than 5M in size. Mislabeling documents will cause the submission to be incomplete. Java Script must be disabled. Instructions are posted on the agency portal pre-logout screen.





# Incomplete Submissions

Incomplete submissions must be resubmitted with corrections to be considered for approval. Below is a list of reasons an application may be marked Incomplete.

- 1 Missing documents
- 2 Mislabeling documents
- 3 Missing signatures
- 4 Missing camp fees
- 5 Authorization not on letterhead
- 6 Camp listed on signed grant application is different from camp selected on the agency portal
- 7 Documents cannot be read (too dark, blurred)



## Approved Applications

Approved applications appear in the approved list.

- 1 Approval amount is listed on the approval letter.
- 2 Inform parent/guardian of the approval.

## Withdrawn Applications

Withdrawn applications appear in the Withdrawn list.

- 1 Withdrawn letter will indicate the reason for the withdrawal.



## Contact Us

Email

**[SummerCamp\\_DBHIDS@phila.gov](mailto:SummerCamp_DBHIDS@phila.gov)**

Phone Numbers

**215-685-4746**

**215-685-4740**



Let's Stay Connected

[DBHIDS.ORG](https://www.dbhids.org)

[CBHPHILLY.ORG](https://www.cbhphilly.org)

[HEALTHYMINDSPHILLY.ORG](https://www.healthymindsphilly.org)

(Mental Health First Aid Course Sign-up)



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@HealthyMindsPhilly



# Thank You

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