

## Child Care Provider Webinar Information and Instructions

The Nebraska Department of Health & Human Services Team will be hosting a Webinar to assist providers with the transition from paper to the on-line electronic billings system. We are very excited to share enhancements and new functionality of the on-line system with Child Care Providers. We are hoping the webinar will provide you with enough information to successfully navigate the on-line system and view/submit electronic Child Care Claims.

### **Webinars will be held on Monday, August 13, 2012 at the following times:**

- **3:00 pm – 4:00 pm (CT)**
  - **Meeting ID: bb46aa96d055432d890a1fcb8cb3e395**
  - **Entry Code: 94pykdxiw**
  - **Location (click the link to be directed to the webinar):**  
<meet:sip:jeremy.youngs@nebraska.gov;gruu:opaque=app:conf:focus:id:bb46aa96d055432d890a1fcb8cb3e395%3Fconf-key=94pykdxiw>
- **6:30 pm – 7:30 pm (CT)**
  - **Meeting ID: f5095db9af6c4eb781ccfa5240f57725**
  - **Entry Code: g3z2s502n7**
  - **Location (click the link to be directed to the webinar):**  
<meet:sip:jeremy.youngs@nebraska.gov;gruu:opaque=app:conf:focus:id:f5095db9af6c4eb781ccfa5240f57725%3Fconf-key=g3z2s502n7>

### **Topics covered in the webinar will include:**

- System enhancements;
- How to register as a new provider;
- How to enter and submit a Child Care Claim;
- How to view/track Service Authorizations;
- How to receive notifications via email; and
- Who to contact if you have questions.

**Please review the instructions for joining the webinar on Page 2 before attending. Detailed system requirements for installing Microsoft Live Meeting can also be referenced on Page 3.**

**Please Note: Webinar audio will only be available through your computer. You must have a soundcard and speakers or headphones to listen to the audio presented during the webinar.**

**If you are unable to attend during the scheduled times, the webinars will be recorded and posted online for viewing. Further instructions for viewing the recorded webinars will be sent at a later date.**

## Instructions for joining the Live Meeting:

### External Attendees:

**In order to join the meeting, you must have Microsoft Office Live Meeting client installed on your computer.** You can check to see if it is installed by clicking on **Start -> All Programs ->** and then look for **Microsoft Office Live Meeting 2007**.

**If the program is already installed on your computer, skip to step #4.**

1. Install **Microsoft Office Live Meeting client** by going to the following link: <http://office.microsoft.com/en-us/help/download-the-microsoft-office-live-meeting-2007-client-HA010173383.aspx> and click on **"Download Live Meeting 2007"**
2. Click on **"Run"** to begin installation.
3. Once the installation is complete, open **Microsoft Office Live Meeting 2007**
4. To join the meeting, enter the **Meeting ID, Entry Code, and Location** that was provided to you:

Join a scheduled meeting using the required information.

Meeting ID:

Entry Code:  May be optional

Location:

Join

5. **OR** click on the **Location** link that was provided on page 1 of this document.

Please Note: If you cannot connect to the meeting, open the Microsoft Office Live Meeting client by clicking **Start**, clicking **All Programs**, clicking **Microsoft Office Live Meeting 2007**, and then clicking **Microsoft Office Live Meeting 2007**. Enter the **Meeting ID, Entry Code, and Location** listed in the e-mail invitation or calendar item.

**Please Note: Microsoft Office Live Meeting is NOT supported on mobile devices (ex: Apple iPad, Kindle Fire, tablet computers, mobile phones, etc.)**

## System requirements for the Windows-based client

*Because Office Live Meeting is delivered as a fully managed service, the only system requirements are for the client software that end users and presenters use to access a meeting. Following are the minimum system requirements for the Windows-based Live Meeting client:*

SYSTEM COMPONENT	MINIMUM REQUIREMENT
Display resolution	Required: Super VGA 1024x768 or higher NOTE Microsoft Windows XP Tablet PC Edition portrait mode is supported.
Operating system	Windows 7, 32-bit and 64-bit (running in 32-bit mode) <sup>1</sup> Windows Vista operating system, 32-bit and 64-bit (running in 32-bit mode) <sup>1</sup> Windows XP Professional with Service Pack 3 Windows Server 2008, 32-bit and 64-bit (running in 32-bit mode) <sup>1</sup> . Service Pack 2 (recommended) Windows Server 2003 with Service Pack 3 (recommended)
Computer/processor	Data and voice: 1 gigahertz (GHz) or faster processor, Intel Pentium-compatible For webcam video: 1.2 GHz or faster For Microsoft RoundTable™: 1.8 GHz or higher
Memory	512 megabytes (MB) of RAM Recommended: 1 GB
Disk space needed for installation	125 MB
Video memory	Video card with 64 MB of RAM (video RAM or VRAM) and Microsoft DirectX® 9 application programming interface generation
For VoIP	Sound card, speaker, and computer microphone
For sending video	Webcam or Microsoft RoundTable device
Bandwidth requirements	Data: 56 kbps (minimum), 128 kbps or higher recommended Voice: 50 kbps (minimum), 80 kbps (recommended) Webcam: 50 kbps (minimum), 350 kbps (recommended) Microsoft RoundTable: 144 kbps (minimum), 700 kbps (recommended) NOTE The required and recommended bandwidth speeds are cumulative. For example, if you want to use voice, webcam, and Microsoft RoundTable, the minimum bandwidth would be 50+50+144=244 kbps.
Other software	Microsoft Office PowerPoint 2002 or later presentation graphics program or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations Adobe® Flash® Player version 9 or higher to view Flash content in the meeting On Windows 7 and Windows Vista, Adobe Flash Player version 9.0.45 to view Flash content in the meeting Windows Media® technologies player, version 9 or later (version is checked when

the meeting client starts)