

Electronic Attendance System User Guide

Military Families

This is for the use of military families participating in CCAoA’s Military Child Care in Your Neighborhood (MCCYN) and Military Child Care in Your Neighborhood Plus (MCCYN-Plus) fee assistance programs **ONLY** and is **NOT** meant for wider distribution.

March 15, 2024

The following Electronic Attendance System (EAS) User Guide will provide basic instructions and guidance for military families reviewing and submitting attendance sheets from their child care provider participating in Child Care Aware® of America’s MCCYN and MCCYN-Plus fee assistance programs. It covers three (3) different scenarios for attendance:

1. **Scenario 1** (Page 1) - Child attended care the entire month and your family was billed accordingly.
2. **Scenario 2** (Page 4) - Child did NOT attend care the entire month and/or was not billed accordingly by the provider.
3. **Scenario 3** (Page 8) - Child’s attendance for either scenario is rejected by the family.

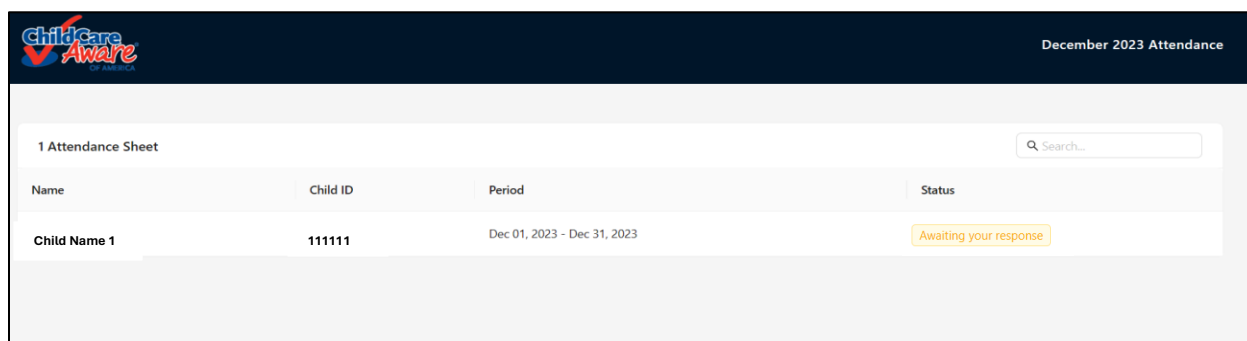
Scenario 1

Child attended care the entire month and your family was billed accordingly.

Step 1: On the 25th of each month, the child care provider will receive an email informing them that it is time to complete their attendance records for the given month. The email will contain a link to the EAS portal.

Step 2: Once the provider completes the attendance record for the child and submits, it will be open for the parent(s) to review and approve. The parents will receive an email, to the addresses listed on file with CCAoA, indicating it is time to review the attendance record completed by the provider. The email will contain a link/button to the EAS portal.

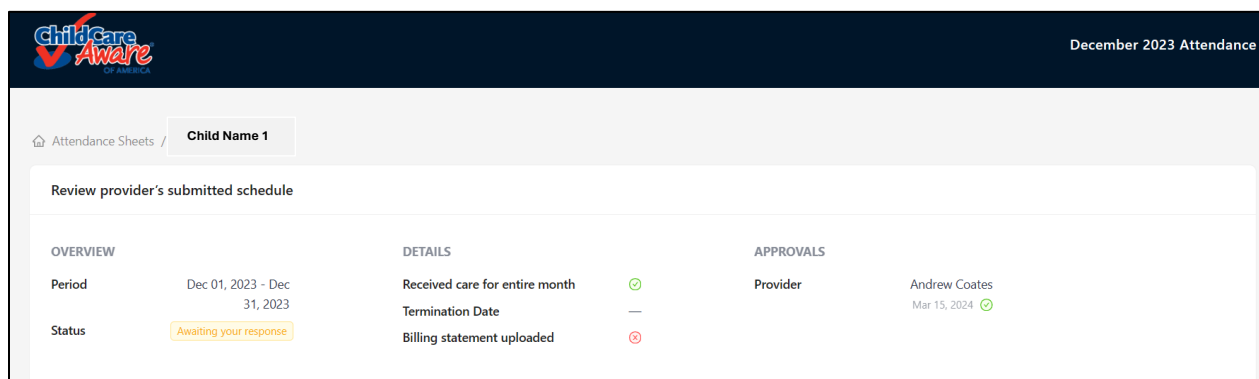
Step 3: When the family clicks the link from their email, they are presented with a page showing the incomplete attendance sheets for your eligible, approved child(ren) with certificates for MCCYN programs. The family clicks each child on the list, [Child Name], to complete each attendance record.



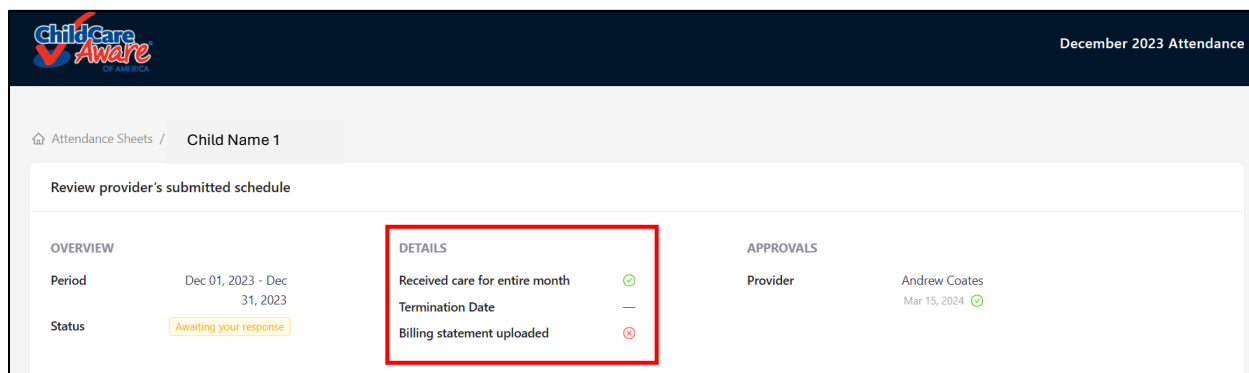
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Step 4: The family can then see and review the information fields at the top of the page to verify the attendance record for the given month is correct.



Step 5: The parent should review all fields, but pay particular attention to those under “Details” as it reflects the attendance record for the listed “Period”. These include if the child received care the entire month, if there was a termination date, if it has yet been accepted (approved) by the family, and a potential billing statement attached if the family was billed differently.



Step 6: Below the overview at the top, the parent should also review the calendar that reflects the attendance details for the given month for the listed child (no listed absences).

Step 7: If everything is accurate, the family scrolls down to Final Acknowledgement, enters their full name.

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Step 8: The family reads and checks the acknowledgement box and then clicks “Submit” button.

Your Response

* Please type your full name here


* Are you in agreement with the Provider's report?

Yes, I am in agreement with the provider's attendance submission for this child.

No - By choosing this option, I am stating that I am not in agreement with the provider's attendance submission for this child. I understand that this attendance sheet will be sent back to the provider to correct. Once the correction is made, the provider will then resubmit the attendance sheet for my review and approval.

◀ Back Submit ✓

Step 9: The family is back at their home screen and receives visual verification of the current status of that child's attendance sheet submission.


December 2023 Attendance

1 Attendance Sheet 🔍 Search...

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Submitted for Payment

*****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.*****

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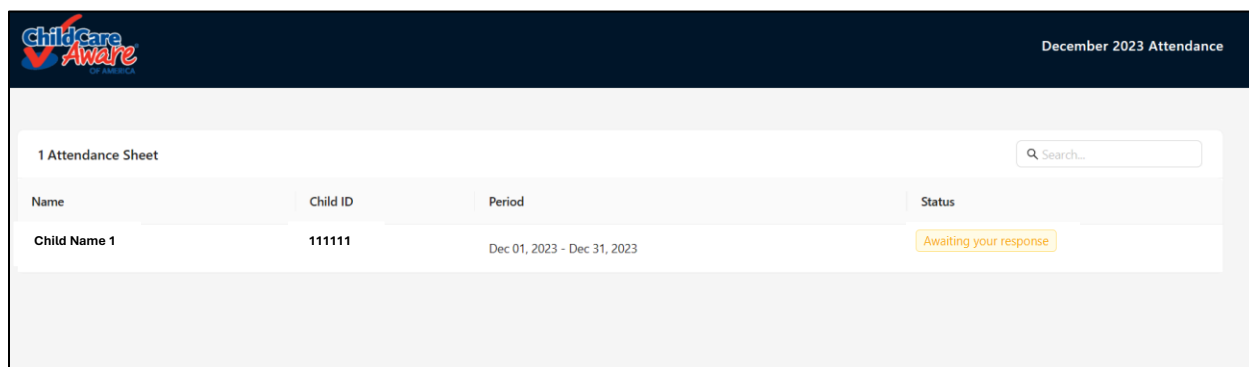
Scenario 2

Child did NOT attend care the entire month and/or was not billed accordingly by the provider.

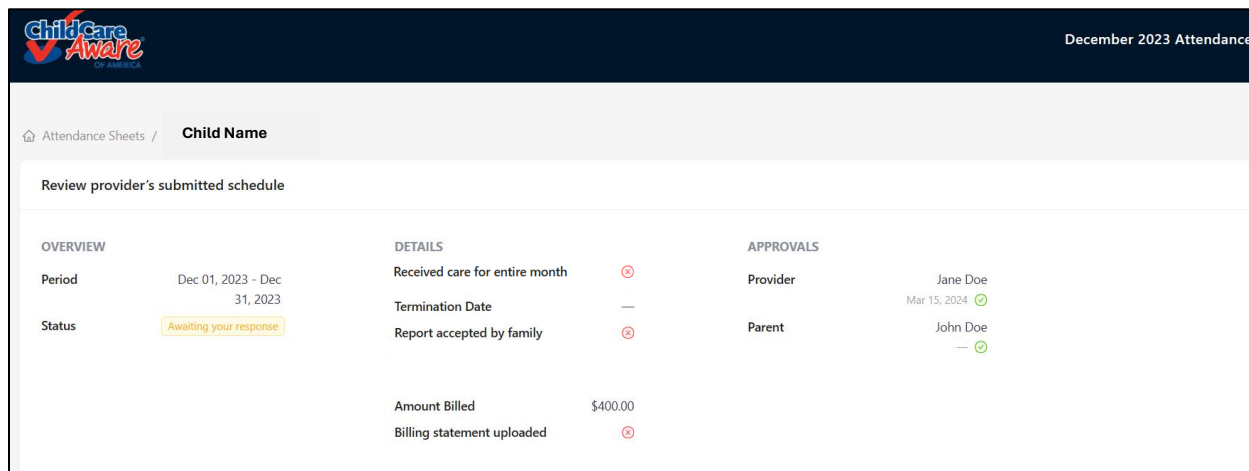
Step 1: On the 25th of each month, the child care provider will receive an email informing them that it is time to complete their attendance records for the given month. The email will contain a link to the EAS portal.

Step 2: Once the provider completes the attendance record for the child and submits, it will be open for the parent(s) to review and approve. The parents will receive an email, to the addresses listed on file with CCAoA, indicating it is time to review the attendance record completed by the provider. The email will contain a link/button to the EAS portal.

Step 3: When the family clicks the link from their email, they are presented with a page showing the incomplete attendance sheets for your eligible, approved child(ren) with certificates for MCCYN programs. The family clicks each child on the list, [Child Name], to complete each attendance record.



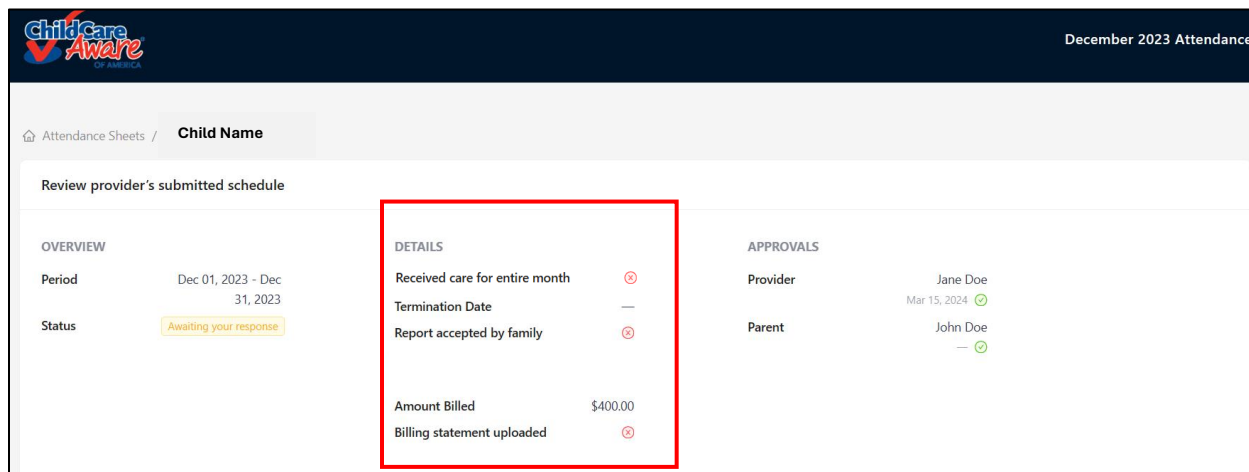
Step 4: The family can then see and review the information fields at the top of the page to verify the attendance record for the given month is correct.



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Step 5a (Care NOT Ended): If the listed child was not in care for the entire month, there should be a red “x” next to the first line under “Details” regarding care received. If the listed child was did not end care with the provider during the given month, no termination date should be listed.



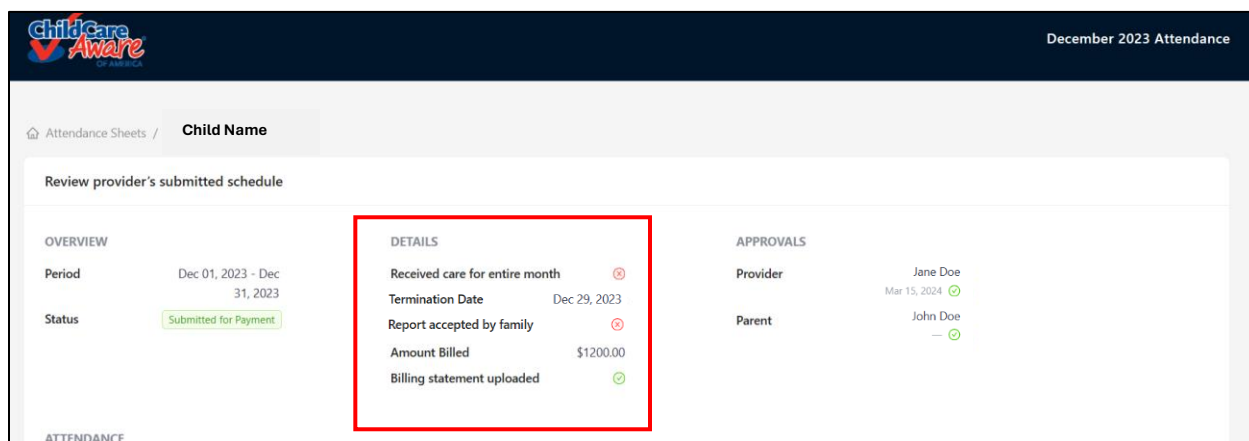
December 2023 Attendance

Attendance Sheets / Child Name

Review provider's submitted schedule

OVERVIEW	DETAILS	APPROVALS
Period Dec 01, 2023 - Dec 31, 2023 Status Awaiting your response	Received care for entire month ⊗ Termination Date — Report accepted by family ⊗ Amount Billed \$400.00 Billing statement uploaded ⊗	Provider Jane Doe Mar 15, 2024 ⊙ Parent John Doe — ⊙

Step 5b (Care Ended): If the listed child was not in care for the entire month, there should be a red “x” next to the first line under “Details” regarding care received. If the listed child did end care with the provider during the given month, the correct termination date should be listed under “Details”.



December 2023 Attendance

Attendance Sheets / Child Name

Review provider's submitted schedule

OVERVIEW	DETAILS	APPROVALS
Period Dec 01, 2023 - Dec 31, 2023 Status Submitted for Payment	Received care for entire month ⊗ Termination Date Dec 29, 2023 Report accepted by family ⊗ Amount Billed \$1200.00 Billing statement uploaded ⊙	Provider Jane Doe Mar 15, 2024 ⊙ Parent John Doe — ⊙

ATTENDANCE

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Step 6: Below the overview at the top, the parent should also review the calendar that reflects the attendance details for the given month for the listed child. Please ensure the absences listed in the calendar are accurate for the month.

ATTENDANCE						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	01 Attended	02
03 Attended	04 Attended	05 Attended	06 Attended	07 Attended	08 Attended	09
10 Attended	11 Attended	12 Attended	13 Attended	14 Attended	15 Attended	16
17 Attended	18 Attended	19 Attended	20 Attended	21 Attended	22 Attended	23
24 No Care Provided	25 No Care Provided	26 No Care Provided	27 No Care Provided	28 No Care Provided	29 No Care Provided	30

Step 7: If everything is accurate, the family scrolls down to Final Acknowledgement, enters their full name.

Step 8: The family reads and checks the acknowledgement box and then clicks “Submit” button.

Your Response

*** Please type your full name here**

*** Are you in agreement with the Provider's report?**

Yes, I am in agreement with the provider's attendance submission for this child.

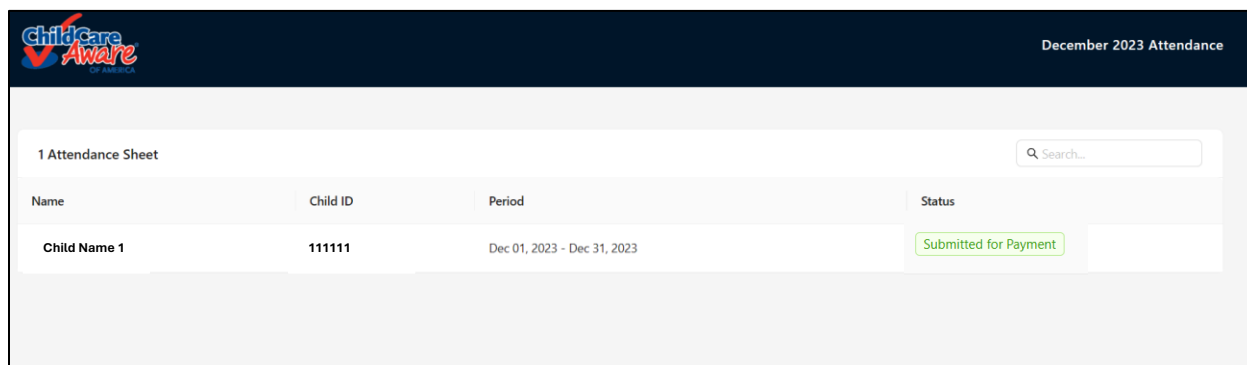
No - By choosing this option, I am stating that I am not in agreement with the provider's attendance submission for this child. I understand that this attendance sheet will be sent back to the provider to correct. Once the correction is made, the provider will then resubmit the attendance sheet for my review and approval.

◀ Back Submit ✓

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Step 9: The family is back at their home screen and receives visual verification of the current status of that child's attendance sheet submission.



The screenshot displays the 'December 2023 Attendance' page. At the top left is the 'ChildCare Aware OF AMERICA' logo, and at the top right is the text 'December 2023 Attendance'. Below the header, there is a section titled '1 Attendance Sheet' with a search bar on the right. A table below shows the submission details:

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Submitted for Payment

****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.****

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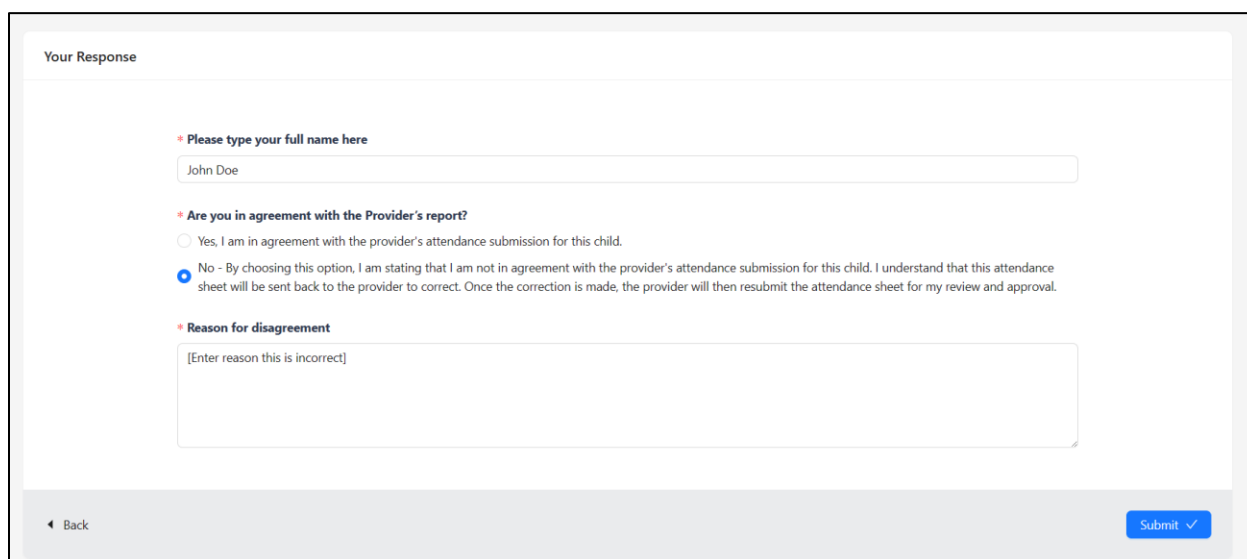
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Scenario 3

Child's attendance for either scenario is rejected by the family.

Step 1: If the family reviews the attendance record submitted by the provider and a discrepancy is identified, the family will scroll to the bottom of the page.

Step 2: The family will check the second box indicating they do NOT verify the attendance record. A text box will appear where the parent must enter the reason for not approving to identify the discrepancy.



Your Response

* Please type your full name here

John Doe

* Are you in agreement with the Provider's report?

Yes, I am in agreement with the provider's attendance submission for this child.

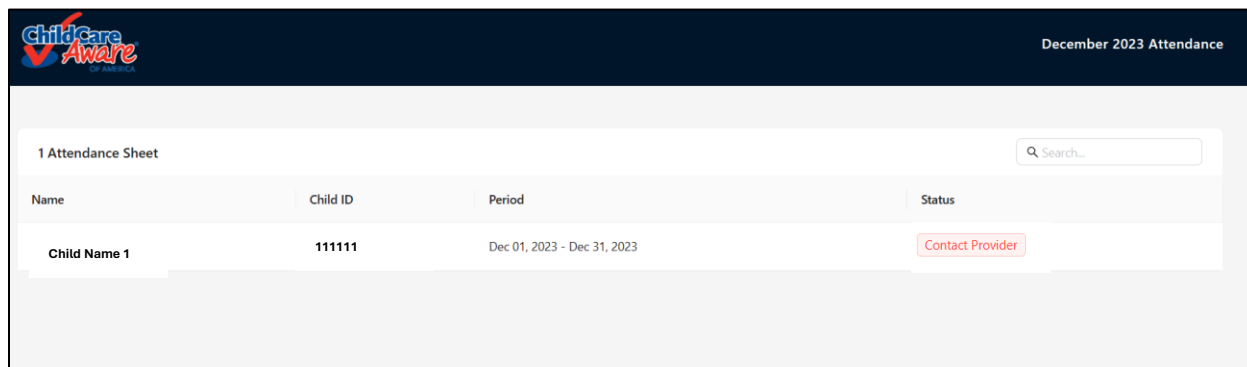
No - By choosing this option, I am stating that I am not in agreement with the provider's attendance submission for this child. I understand that this attendance sheet will be sent back to the provider to correct. Once the correction is made, the provider will then resubmit the attendance sheet for my review and approval.

* Reason for disagreement

[Enter reason this is incorrect]

◀ Back Submit ✓

Step 3: This will trigger the electronic attendance record to be returned to the child care provider, reflected by an updated status on the home page. The family is also encouraged to contact their provider to resolve the discrepancy.



ChildCare Aware OF AMERICA December 2023 Attendance

1 Attendance Sheet Q Search...

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Contact Provider

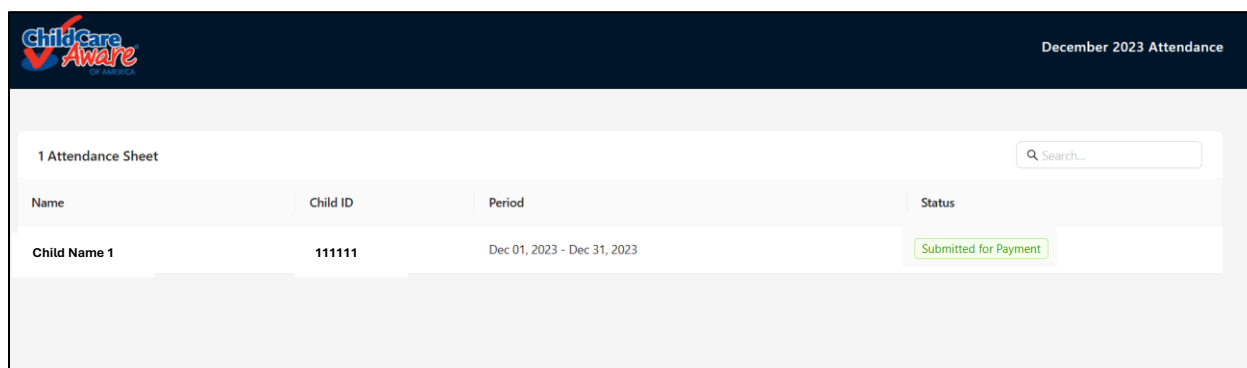
Step 4: The provider may then correct the attendance record and follow the regular steps to submit back to the family for approval.

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Step 5: When the family reviews and confirms the corrected attendance record submitted by the provider, they will sign and submit if everything is accurate. This will trigger the electronic attendance record to be sent to CCAoA's payment department.

Step 6: The family will then see an update to the home page with the child's state now reflecting "Submitted for Payment".



Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Submitted for Payment

Step 7: No further action is needed.

****Once the family approves, the electronic attendance sheet is sent to CCAoA for review and payment.****