

Electronic Attendance System User Guide

Child Care Providers

This is for the use of child care providers 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 child care providers submitting attendance sheets for eligible families participating in Child Care Aware® of America's MCCYN and MCCYN-Plus fee assistance programs. It covers four (4) different scenarios for attendance:

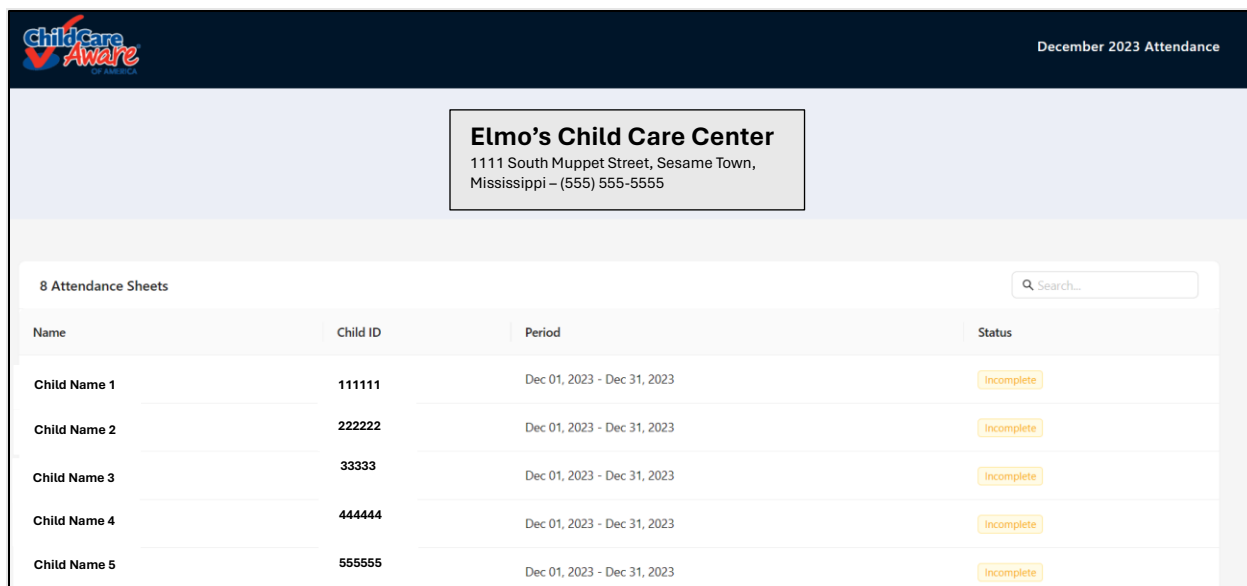
1. **Scenario 1** (Page 1) – Child attended care the entire month and the family was billed accordingly.
2. **Scenario 2** (Page 4) – Child did NOT attend care the entire month and/or was not billed accordingly.
3. **Scenario 3** (Page 9) – Child's attendance for either scenario is confirmed by the family.
4. **Scenario 4** (Page 10) – Child's attendance for either scenario is rejected by the family.

Scenario 1

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

Step 1: On the 25th of each month, the child care provider will receive an email, to the addresses listed on file with CCAoA, that it is time to complete their attendance records for the given month. The email will contain a link/button to the EAS portal.

Step 2: When the provider clicks the link from their email, they are presented with a list of incomplete attendance sheets for the eligible, approved children connected to their facility. The provider clicks the first child on the list, [Child Name].

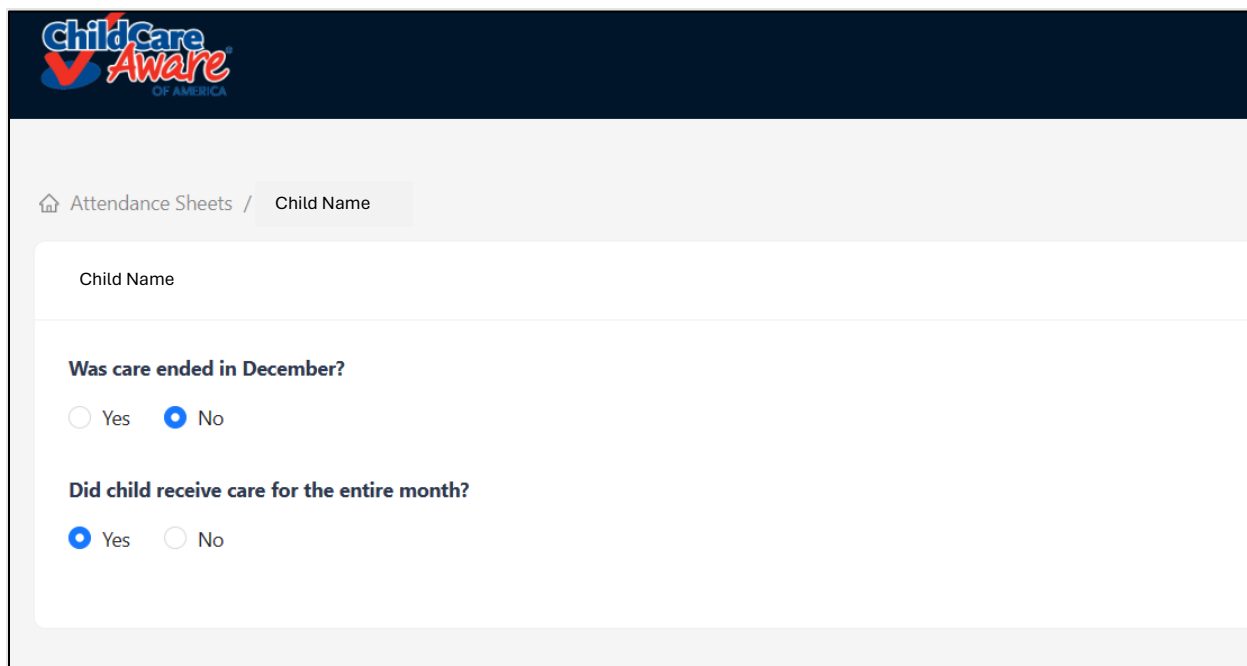


Child Care Aware OF AMERICA		December 2023 Attendance	
Elmo's Child Care Center 1111 South Muppet Street, Sesame Town, Mississippi – (555) 555-5555			
8 Attendance Sheets Search...			
Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 2	222222	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 3	33333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	444444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	555555	Dec 01, 2023 - Dec 31, 2023	Incomplete

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Step 3: For question 1, the provider responds “No” to indicate care was not ended in the given month. For question 2, the provider responds “Yes” when asked whether child received care for the entire month.



ChildCare Aware OF AMERICA

Attendance Sheets / Child Name

Child Name

Was care ended in December?

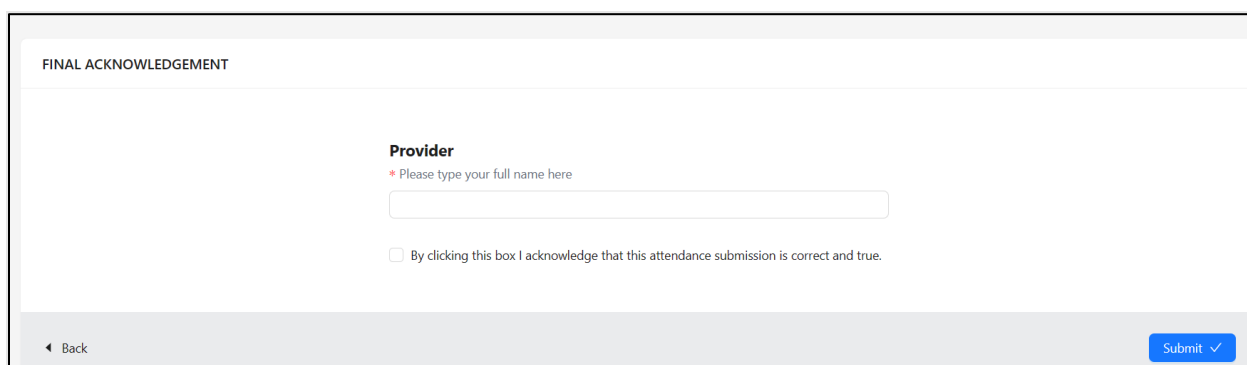
Yes No

Did child receive care for the entire month?

Yes No

Step 4: The provider scrolls down to Final Acknowledgement and enters their full name.

Step 5: The provider reads and checks the acknowledgement box and then clicks the “Submit” button. This will send the attendance information to the family to confirm.



FINAL ACKNOWLEDGEMENT

Provider

* Please type your full name here

By clicking this box I acknowledge that this attendance submission is correct and true.

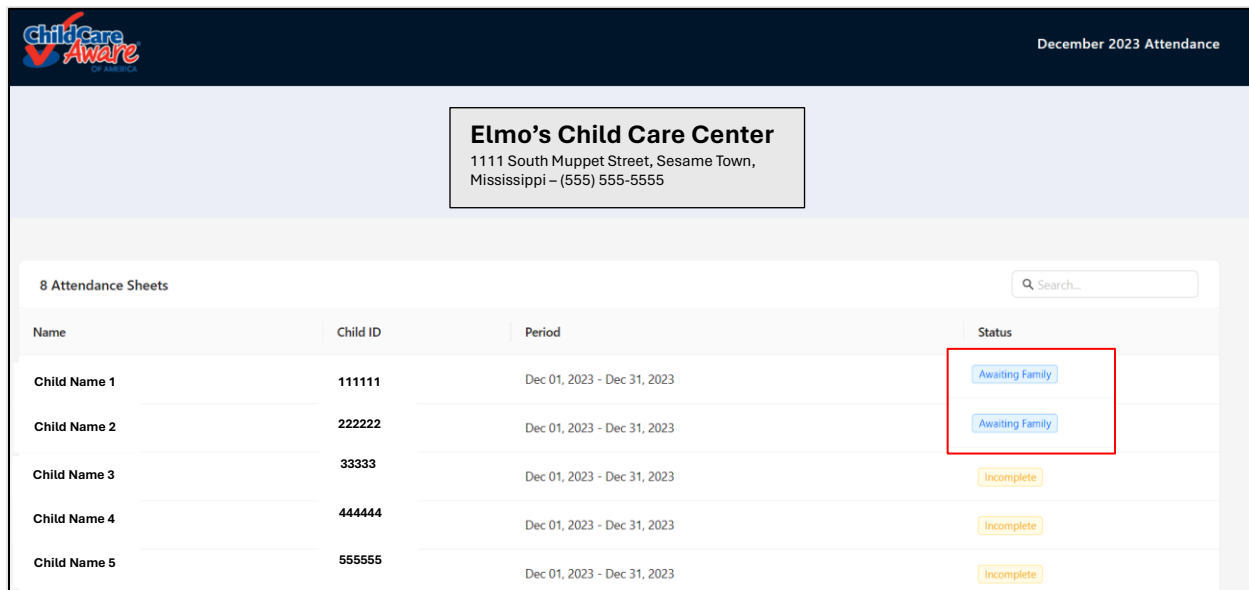
◀ Back

Submit ✓

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Step 6: Provider is back at their home screen and receives visual verification of the current status of that child's attendance sheet submission.



December 2023 Attendance

Elmo's Child Care Center
1111 South Muppet Street, Sesame Town,
Mississippi – (555) 555-5555

8 Attendance Sheets Search...

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Awaiting Family
Child Name 2	222222	Dec 01, 2023 - Dec 31, 2023	Awaiting Family
Child Name 3	33333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	444444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	555555	Dec 01, 2023 - Dec 31, 2023	Incomplete

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

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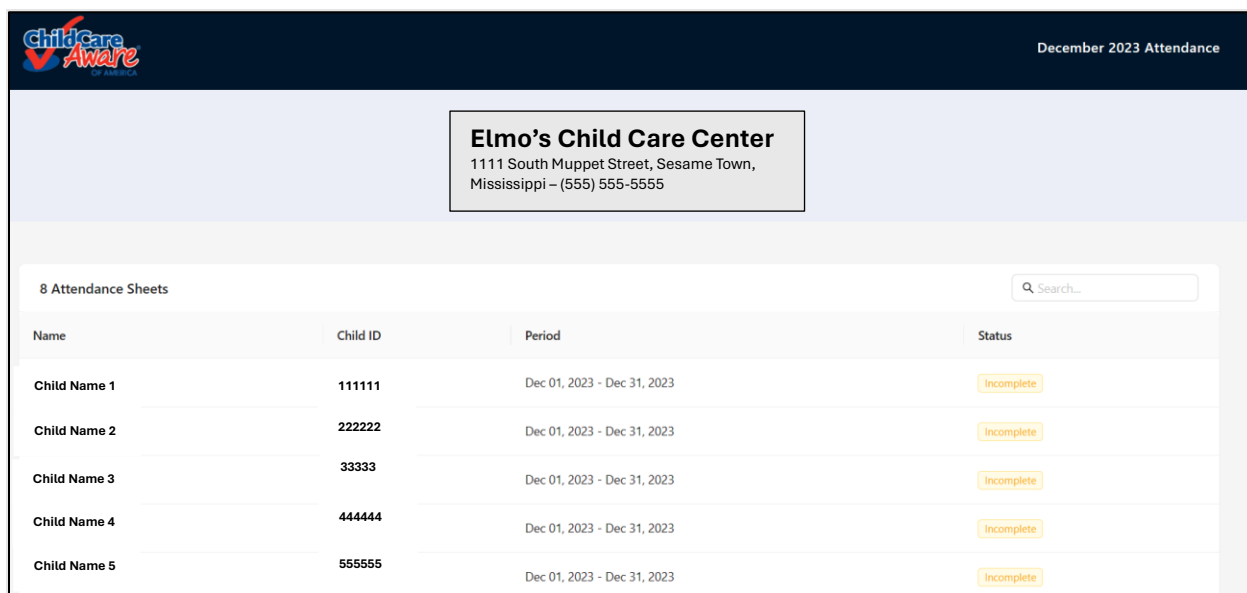
Child Care Providers

Scenario 2

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

Step 1: On the 25th of each month, the child care provider will receive an email, to the addresses listed on file with CCAoA, that it is time to complete their attendance records for the given month. The email will contain a link/button to the EAS portal.

Step 2: When the provider clicks the link from their email, they are presented with a list of incomplete attendance sheets for the eligible, approved children connected to their facility. The provider clicks the first child on the list, [Child Name].



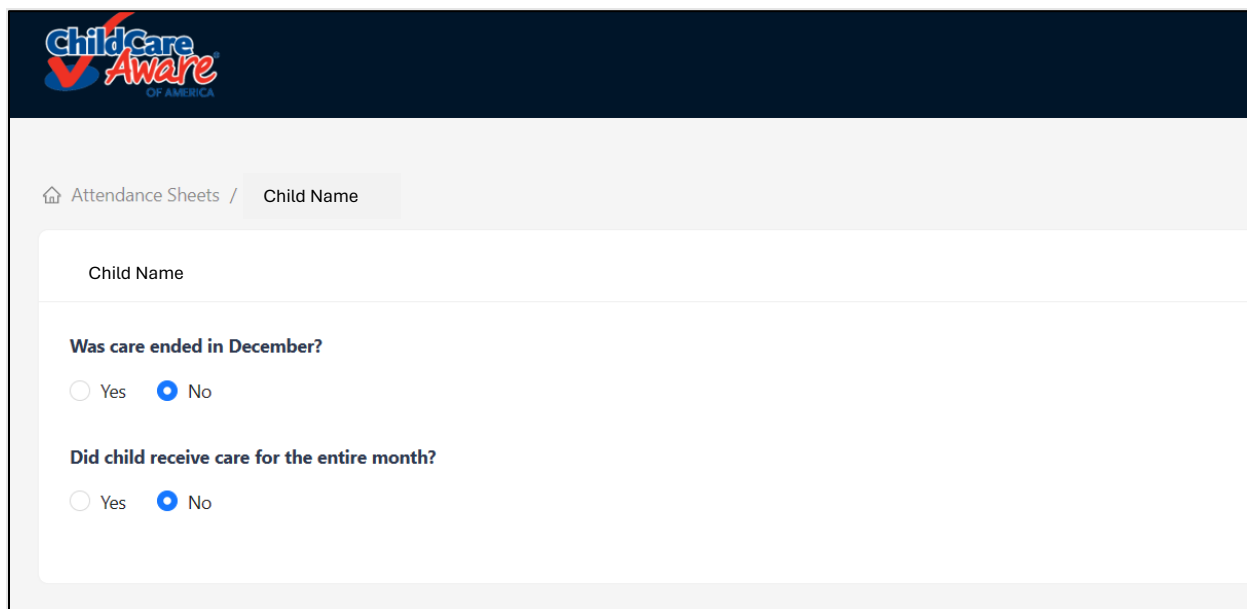
The screenshot displays the EAS portal interface for Elmo's Child Care Center. At the top left is the Child Care Aware of America logo, and at the top right is the text "December 2023 Attendance". The center of the page features a box with the center's name and address: "Elmo's Child Care Center, 1111 South Muppet Street, Sesame Town, Mississippi - (555) 555-5555". Below this is a section titled "8 Attendance Sheets" with a search bar. A table lists five children with their names, IDs, periods, and "Incomplete" status.

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 2	222222	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 3	33333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	444444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	555555	Dec 01, 2023 - Dec 31, 2023	Incomplete

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Step 3a (Care NOT Ended): For question 1, if the child did not attend care the entire month but remained enrolled at the facility, then the provider responds “No” to indicate care was not ended in the given month. For question 2, the provider responds “No” again when asked whether child received care for the entire month.



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Attendance Sheets / Child Name

Child Name

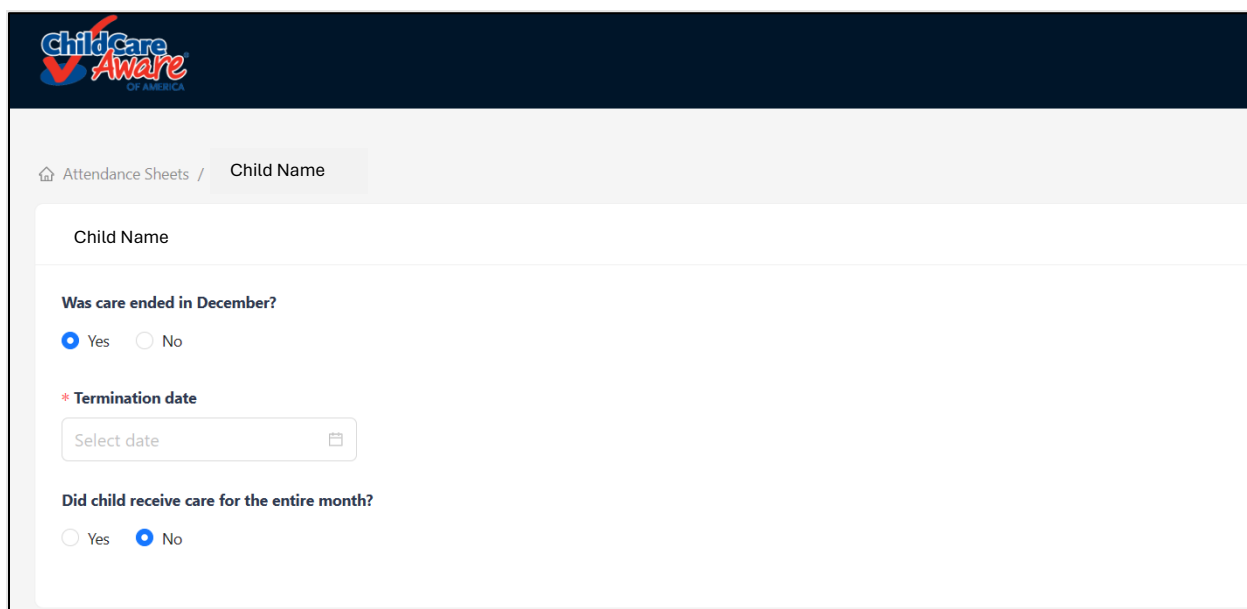
Was care ended in December?

Yes No

Did child receive care for the entire month?

Yes No

Step 3b (Care Ended): For question 1, if the child did not attend care the entire month because enrollment at the facility was ended, then the provider responds “Yes” to indicate care was ended in the given month and then selects the appropriate date. For question 2, the provider responds “No” again when asked whether child received care for the entire month.



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Attendance Sheets / Child Name

Child Name

Was care ended in December?

Yes No

* Termination date

Select date

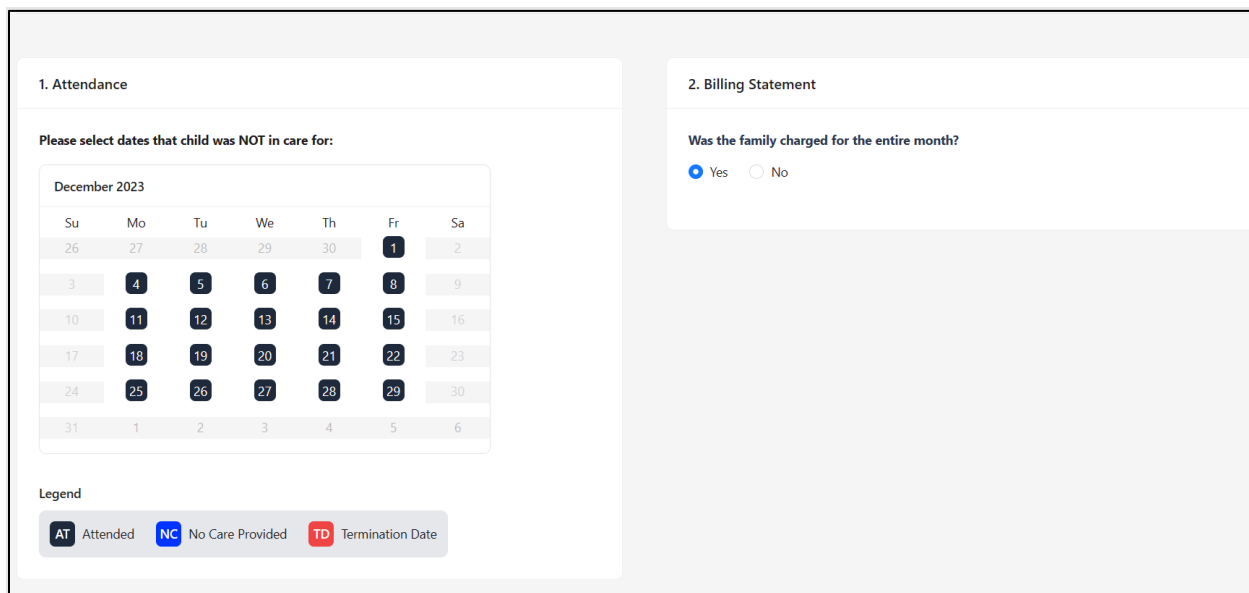
Did child receive care for the entire month?

Yes No

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Step 4: When the provider responds “No” to the second question about attending care the entire month, a calendar will appear under “Attendance.”



1. Attendance

Please select dates that child was NOT in care for:

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Legend

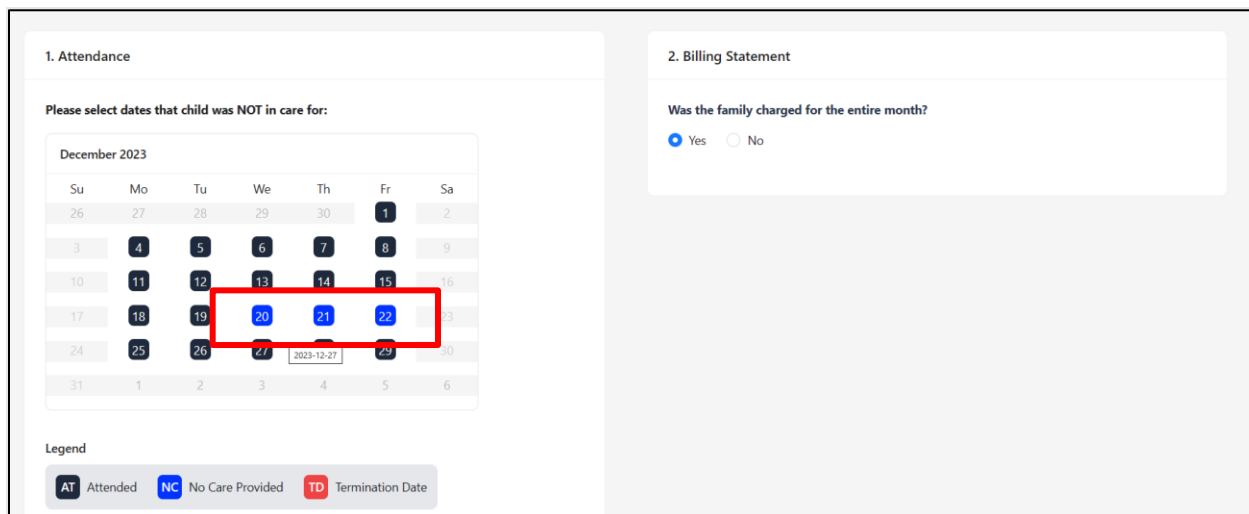
- AT Attended
- NC No Care Provided
- TD Termination Date

2. Billing Statement

Was the family charged for the entire month?

Yes No

Step 5: Provider chooses dates that the child was absent, turning the date squares blue. The blue color indicates an absence. If a termination date was selected, those calendar dates will automatically be blocked from selection as the child was no longer in care.



1. Attendance

Please select dates that child was NOT in care for:

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Legend

- AT Attended
- NC No Care Provided
- TD Termination Date

2. Billing Statement

Was the family charged for the entire month?

Yes No

Step 6: Under “Billing Statement,” provider chooses “No” for the question “Was the family charged for the entire month?” if their absences or termination change the amount, they are billed for under their fee assistance approval.

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Step 7: If “No” is selected, a field for “Amount Billed” will appear. Enter the new amount billed and (optional) attach the corresponding billing statement.

1. Attendance

Please select dates that child was NOT in care for:

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Legend

AT Attended
 NC No Care Provided
 TD Termination Date


2. Billing Statement

Was the family charged for the entire month?

Yes No

* Amount billed

Billing statement attachment:



Click or drag file to this area to upload
.pdf, .png, .jpg, .doc, .docx - 10MB max

Step 8: The provider scrolls down to Final Acknowledgement and enters their full name.

Step 9: The provider reads and checks the acknowledgement box and then clicks the “Submit” button. This will send the attendance information to the family to confirm.

FINAL ACKNOWLEDGEMENT

Provider

* Please type your full name here

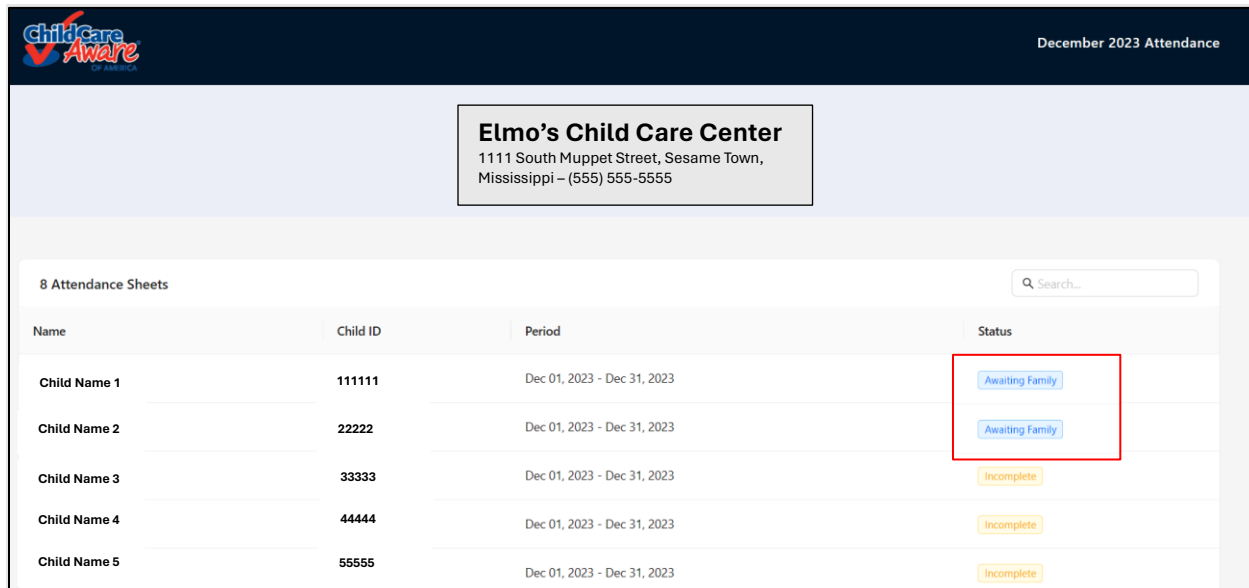
By clicking this box I acknowledge that this attendance submission is correct and true.

◀ Back
Submit ✓

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Step 10: Provider 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 provider's home screen for "Elmo's Child Care Center". At the top right, it indicates "December 2023 Attendance". The center features the provider's name and address: "Elmo's Child Care Center, 1111 South Muppet Street, Sesame Town, Mississippi – (555) 555-5555". Below this, a section titled "8 Attendance Sheets" contains a table with columns for Name, Child ID, Period, and Status. A search bar is located in the top right of the table area. The table lists five children, with the first two having a status of "Awaiting Family" (highlighted with a red box) and the remaining three having a status of "Incomplete".

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Awaiting Family
Child Name 2	22222	Dec 01, 2023 - Dec 31, 2023	Awaiting Family
Child Name 3	33333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	44444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	55555	Dec 01, 2023 - Dec 31, 2023	Incomplete

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

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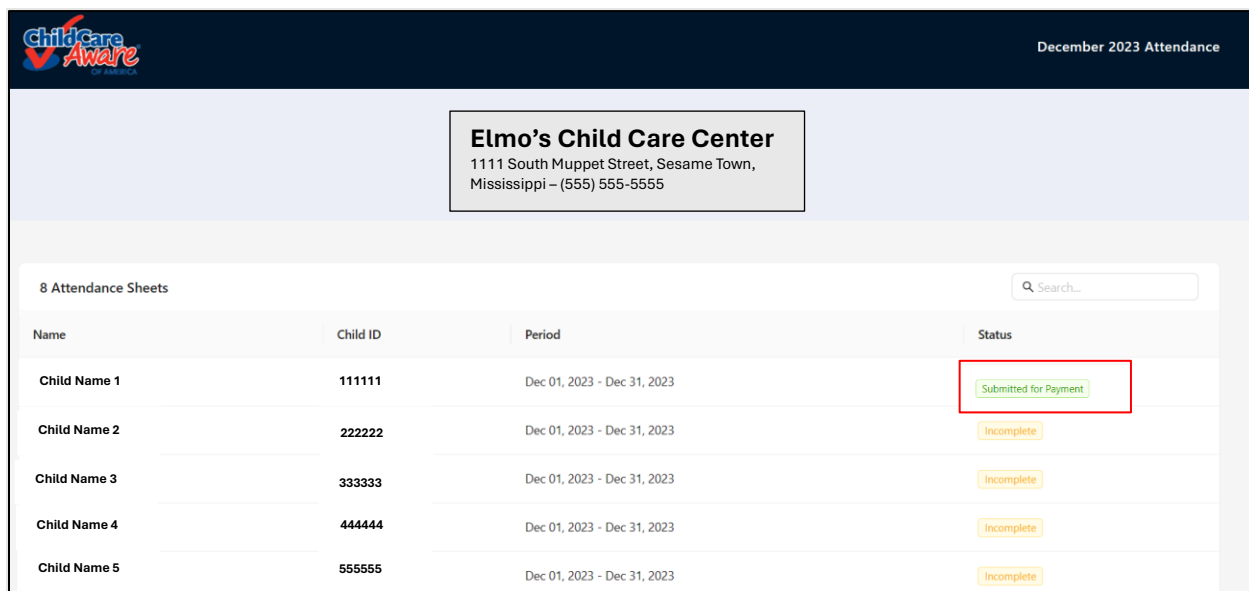
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Scenario 3

Child’s attendance for either scenario is confirmed by the family.

Step 1: When the child’s parents review and confirm the 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 2: The provider will then see an update to the homepage with the child’s state now reflecting “Submitted for Payment.”



8 Attendance Sheets		Search...	
Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Submitted for Payment
Child Name 2	222222	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 3	333333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	444444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	555555	Dec 01, 2023 - Dec 31, 2023	Incomplete

Step 3: No further action is needed.

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

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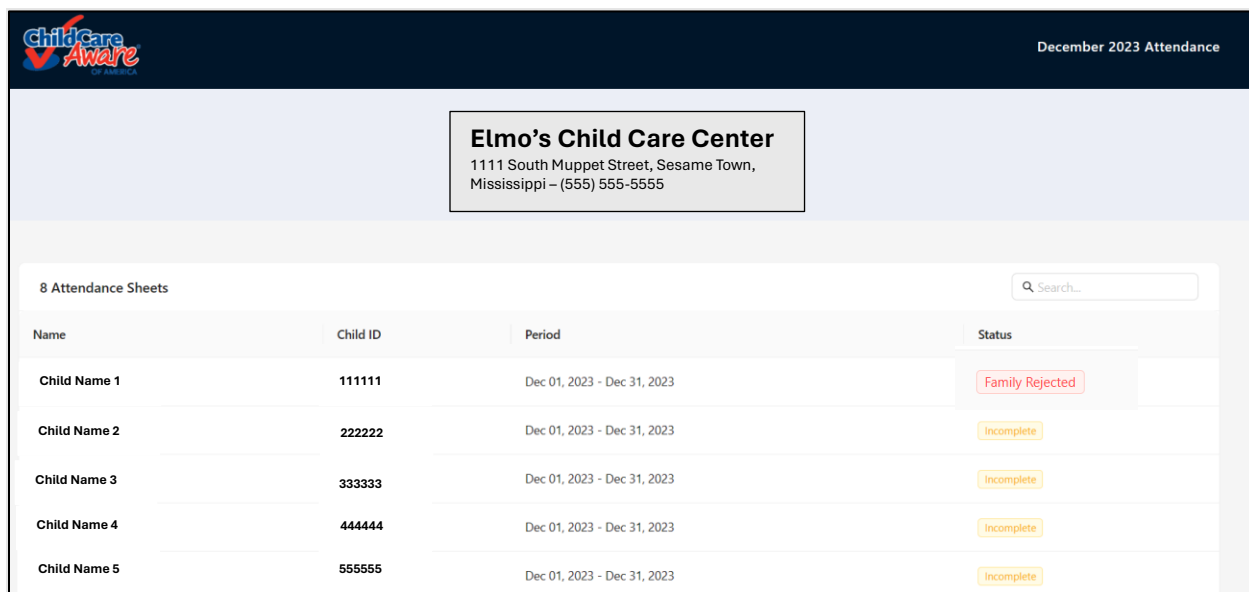
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Scenario 4

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

Step 1: If the child's parents review the attendance record submitted by the provider and a discrepancy is identified, the family will check a box indicating they do NOT verify the attendance record. A text box will appear where the family must enter the reason for not approving to identify the discrepancy.

Step 2: This will trigger the electronic attendance record to be returned to the child care provider, reflected by an updated status on the homepage. The family is also encouraged to contact their provider to resolve the issue.



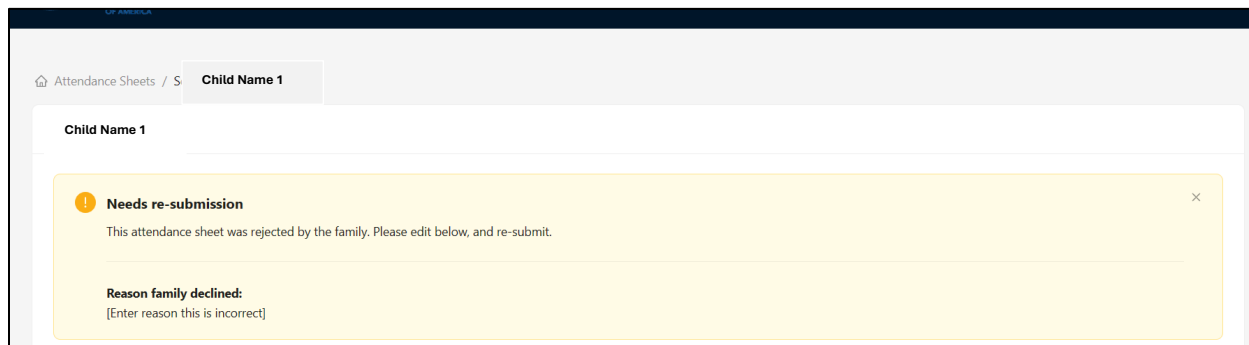
December 2023 Attendance

Elmo's Child Care Center
1111 South Muppet Street, Sesame Town,
Mississippi -- (555) 555-5555

8 Attendance Sheets

Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Family Rejected
Child Name 2	222222	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 3	333333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	444444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	555555	Dec 01, 2023 - Dec 31, 2023	Incomplete

Step 3: When the child's attendance record is selected after a rejection by the family, the provider will see a box at the top of the screen identifying the discrepancy. The provider may then correct the attendance record and follow the regular steps to submit back to the family for approval.



Attendance Sheets / S Child Name 1

Child Name 1

Needs re-submission
This attendance sheet was rejected by the family. Please edit below, and re-submit.

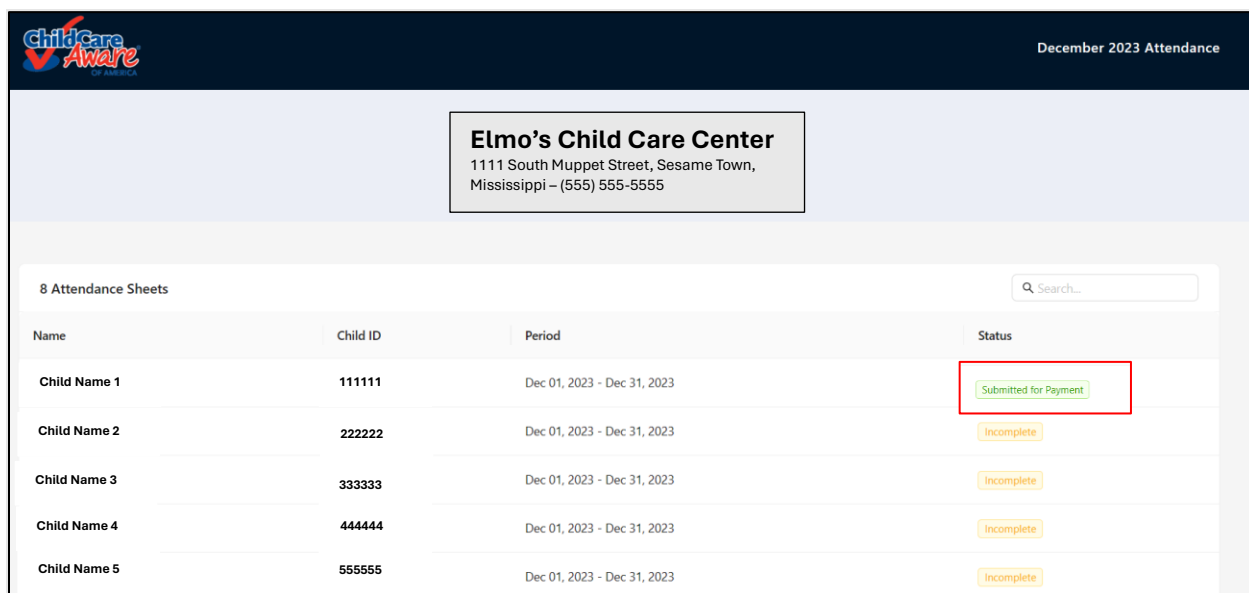
Reason family declined:
[Enter reason this is incorrect]

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Step 4: When the child’s parents review and confirm 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 5: The provider will then see an update to the homepage with the child’s state now reflecting “Submitted for Payment.”



Child Care Aware OF AMERICA		December 2023 Attendance	
Elmo's Child Care Center 1111 South Muppet Street, Sesame Town, Mississippi – (555) 555-5555			
8 Attendance Sheets			Search...
Name	Child ID	Period	Status
Child Name 1	111111	Dec 01, 2023 - Dec 31, 2023	Submitted for Payment
Child Name 2	222222	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 3	333333	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 4	444444	Dec 01, 2023 - Dec 31, 2023	Incomplete
Child Name 5	555555	Dec 01, 2023 - Dec 31, 2023	Incomplete

Step 6: No further action is needed.

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