Electronic Attendance
Guide to Certifying & Submitting Attendance

May 28, 2021

Dear Providers,

Once the attendance for a child is complete and accurate for a month, you will need to perform a few steps in KinderConnect to submit the attendance for payment.

1. Attendance must be **Certified**. When attendance is certified, that means all attendance for the month has been entered and is complete. When you certify attendance, the parent can then review and approve attendance. You can certify attendance for one or more child at a time on the **Attendance | Certify** page in KinderConnect. See the attached Certify Attendance QRC for more details. Important: If any attendance is changed after certifying attendance, providers will need to re-certify attendance for parent approval.

2. Parents must review and **Approve** each child's attendance in KinderSign or KinderSmart. Parents can review and approve attendance in the **Documents** activity in both applications. One document for each child will be created. Parents must review and approve each document. Before a parent can review and approve documents, they must have already created their signature in KinderConnect. A copy of the Approving Attendance in KinderSign and KinderSmart are attached.

3. After a parent has reviewed and approved attendance in either KinderSign or KinderSmart, providers can **Submit** attendance to Solano Family & Children Services for payment. Attendance is submitted on the **Attendance | Submit** page. Licensed providers must enter a requested amount and attach an invoice. Attendance information will be electronically submitted to SFCS for payment processing. See the Submitting Attendance QRC for more information.

If you have any questions or need assistance with any of the above steps, feel free to reach out to the Electronic Attendance Customer Support Center at 833-866-1706 or email Support@Controltec.com

KinderConnect – Certify Attendance

Once the attendance for a child in a given month is accurate and complete, providers must Certify attendance to request the parent's signature. Attendance cannot be submitted for payment until the parent has signed the Attendance Sheet.

A Click **Certify** under Attendance.

Attendance ▾
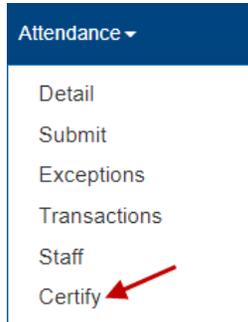
Detail
Submit
Exceptions
Transactions
Staff
Certify �
B After the **Provider** and the parents complete all entries or necessary corrections to the attendance, the **Attendance > Certify** page lists all the attendance pending certification.

Certify Attendance

Provider: AA Child Care (64523) Select >>

Certify	Attendance Cycle	Certified	Uncertified	
Certify	2/1/2021 - 2/28/2021	0	3	
Certify	1/1/2021 - 1/31/2021	7	3	
Certify	12/1/2020 - 12/31/2020	4	6	

C Click on the *Certify* corresponding to the *Attendance Cycle* that you would like to certify.

D Click the *Certify* checkboxes corresponding to the names of each child whose attendance you would like to certify. You can select all children by clicking the *Certify* checkbox in the title bar (click again to deselect). Selecting one or more children enables the **Request Signatures** button.

Certify Detail - Attendance Cycle 1/1/2021 - 1/31/2021

Certify ▢	Child Name	Child ID	Attendance Last Entered	Request Date	Signature Date	View
☑	Daniels, Jimmy	1374	1/19/2021			Attendance
▢	Bob, Bethel	1371	1/19/2021			Attendance
	Bob, Bethel	1376	1/22/2021	2/9/2021	2/18/2021	Attendance
	Bob, Diego	1379	2/9/2021	2/9/2021	2/18/2021	Attendance
	Bob, Sam	1372	1/19/2021	2/18/2021	2/18/2021	Attendance
	Simpson, Lisa	1381	2/19/2021	2/19/2021	2/19/2021	Attendance
	Taylor, Child	1375	2/2/2021	2/17/2021	2/17/2021	Attendance
	Workflow, Nino	1377	1/26/2021	1/26/2021	2/17/2021	Attendance

Request Signatures   Cancel

E Press **Request Signatures**.

F KinderConnect will send a request to each Parent asking that they sign and approve the attendance using KinderSign or KinderSmart.

KinderSign – Sponsor Approves Attendance

All **Attendance** records must be approved by parents each month before providers can submit attendance for payment from the Alternative Payment (AP) Agency. Before approving attendance, parents must set up their Signature in KinderConnect.

A Using the KinderSign **Activity** screen, tap on **Documents**.

B The Documents requiring action will display **Requires Action** in red font. Tap on **View** corresponding to the desired document.

C The Attendance details display. Upon review, tap **Approve** to approve the monthly attendance timesheet.

D Enter your KinderConnect password.

E Tap **OK**.

KinderSmart – Sponsor Approves Attendance

All **Attendance** records must be approved by parents each month before providers can submit attendance for payment from the Alternative Payment (AP) Agency. Before approving attendance, parents must set up their Signature in KinderConnect.

A Using the KinderSmart **Activity** screen, tap on *Documents*.
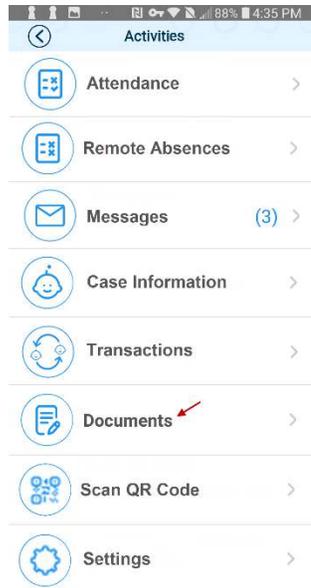
B The Documents requiring action will display *Requires Action* in red font. Tap on *View* corresponding to the desired document.
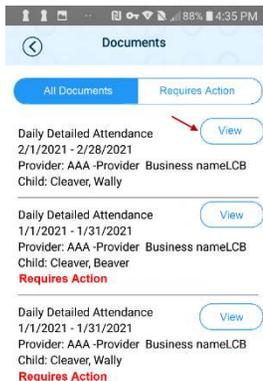
C The Attendance details display. Upon review, tap *Approve* to approve the monthly attendance timesheet.
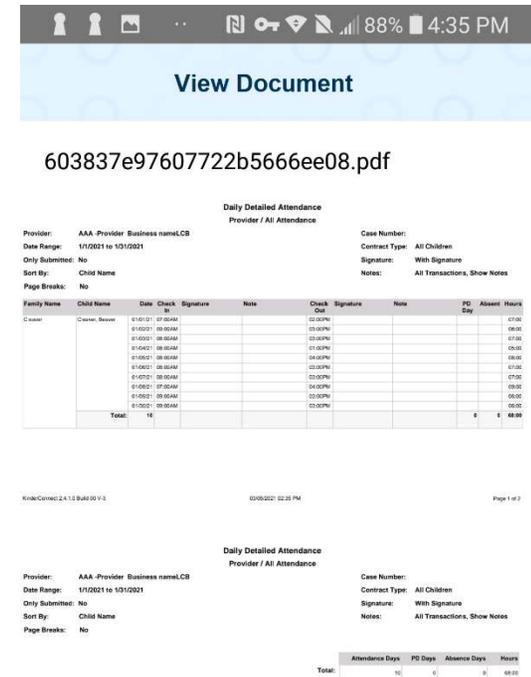
By tapping the Approve button I agree that the contents of the document are true to the best of my belief.

D Enter your KinderConnect password.

Please enter your KinderConnect password

CANCEL   OK
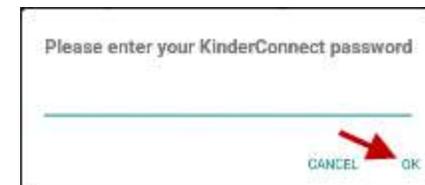
E Press **OK**.

For more information, visit www.electronicattendance.com, email us at support@controltec.com or call us at 1-833-866-1706.

03/21CA

KinderConnect - Submit Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

A Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.

Attendance ▾
Detail
Submit

B Click *Submit* on the row which corresponds to the service week you would like to submit.

Submit	Recall	Note	Cycle Start	Cycle End	County	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	12/1/2020	12/31/2020	Adams	2	0	Exceptions
Submit	Recall	Note	11/1/2020	11/30/2020	Adams	2	1	Exceptions
Submit	Recall	Note	10/1/2020	10/31/2020	Adams	3	0	Exceptions

If a child's attendance appears in red, without a *Submit* checkbox and with an *Incomplete* status, the Provider needs to correct prior to submittal (refer to *KinderConnect – Correct Incomplete Attendance* QRC for more details).

C Click the *Submit* checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the *Submit* checkbox in the title bar (click again to deselect).

☐ Submit	Correct	Child Name	Hours	Absences	Status	Requested Payment Amount	Payment Note	Invoices	Returned By	Returned On	Attendance
☑ Submit		Davis, Cathi	10:00	0	Ready	0.00	third note	⊕			Attendance
☐ Submit		Davis, Nat	10:00	0	Ready	0.00	Add Note	⊕			Attendance

D Enter the Requested **Payment Amount**. Note: This is only required for licensed providers and centers.

E If necessary, click on **Add Note** to enter information relevant to the attendance and press Save when finished.

Payment Note for Eric Cameron

[Save] [Cancel]

F To attach an invoice, click on the upload icon ⊕ and locate the document that you would like to add. Note: Only images and PDF files are accepted.

☐ Submit	Correct	Child Name	Hours	Absences	Status	Requested Payment Amount	Payment Note	Invoices	Returned By	Returned On	Attendance
☑ Submit		Davis, ChildA	10:00	0	Ready	0.00	third note	⊕ April 2021.jpg ⊗			Attendance
☐ Submit		Davis, ChildB	10:00	0	Ready	0.00	Add Note	⊕			Attendance

Click on the delete icon ⊗ if you would like to remove the uploaded file and upload a new file.

G Press **Save**.

H Review the terms and conditions and click on the check box if you agree. Press **Submit Attendance**.

☑ I agree with the above terms and conditions

[Submit Attendance] [Cancel]

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