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.

- 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 <u>Support@Controltec.com</u>

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.



Click **Certify** under Attendance.



В

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.





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

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

KinderSign or KinderSmart.

Certify	Child Name	Child ID	Attendance Last Entered	Request Date	Signature Date	View
	Daniels, Jimmy	1374	1/19/2021			Attendance
0	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

Press Request Signatures

KinderConnect will send a request to each Parent asking that they sign and approve the attendance using

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

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**.

		4 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1
(Diline)	Diego's Licensed Center Based (9)	
C Back	Sponsor Activities	
Attendance		5
Messages		(16) >
Case Information		>
Transactions		2
Sponsor Options		×
😥 Documents 🗲	-	5
Settings		5

В

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





					View Doc	cument						
035186cdb	61030092a6	ied8a.	pdf									
Provider: Date Range: Only Submitted: Sort By: Page Breaks:	AA Child Care 1/1/2021 to 1/31 No Child Name No	/2021			Daily Detailed A Provider / All A	Attendance	Case Cont Signa Note:	Number: raci Type: sture: s:	All Childr With Sigr All Trans	en nature actions, S	how Not	es
amily Name	Child Name	Date	Check	Signature	Note	Check	Signature	Note		PD	Absent	Hour
Daniels	Daniels, Jimmy	01/01/21	In 10:00AM			Out 01:00PN				Day		03:0
		01/02/21	10:00AM			01:00PM						03:0
		01/04/21					-				1	
	Total:	3									0 1	09:0
NER, GERMENT 2, KOLD					Sectorer 1	PCS AR					0.8	age 1 c
tovider: ele Range:	AA Child Care 1/1/2021 to 1/31	/2012 1			Daily Detailed / Provider / All A	Attendance mendance	Case	a Number: Iraci Type:	AII CHAR	len		
houlider: bate Ranger bily Suberitsed lort By: "age Breaks:	AA Child Care 1/1/2021 to 1/21 No Child Name No	ז נווס			Daily Detailed J Provider / All A	Attendance mendance	Case Con Bign Note	e Number; Iraci Type; alure 15: Iraci Dave	All Child With Sig All Trans	iten nature usclions, l	Show No	*** Have
hovider: Lafe Range Indy Soule Road Lon By: Lage Breaks: By tappin	AA Chie Care 17(2821 to 12) No Child Name No	awan e, Ial	ffirm	that the	Daily Detailed / Provider / All A	Attendance mendance Teu f this doc	Cass Con Sign Note at	n Number Inacl Type: alwar is: is: is: is: is: is: is: is: is: is:	All Child With Sig All Trans PE Days = =	ten nature sactions, l Abunce	Show No Days 1	Mean Mean and the
hoviden: have Range: hely Suberbled: len By: hege Breaks: By tappin best of m	AA Chief Care IA (2021 to 1/2) No Child Name No Ing Approv Ty knowled	e, lat dge a ur ł	ffirm and be	that the elief. prove	Daily Detailed / Provider / All A e contents o	Attendance mendance of this doc	Case Sep Note at Cance curvent a Cance Conce	n Number mac Type: attan s: ros Onys	All Châd With Sig All Trans PE Sign 4 e and 0	ien natue sactions, 1 Absence COTTEC	Show Mo Days 1 1 1 t t o 1	Here and the

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.



Using the KinderSmart Activity screen, tap on Documents.



В

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





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



603837e97607722b5666ee08.pdf

Important interpretation interpreta		Provider: Date Range: Only Submitted: Sort By: Page Breaks:	Provider / All Attendance Arr. AAA. Provider Business name.CB Integer: (V10201 to 101/0201 Munimice: No Prime Cold Marce Breaks: No							Case Number: Contract Type: Signature: Notes:		: • All Children With Signature All Transactions, Sho	
Image: State of the state		Family Name	Child Name	Date	Check	Signature	Note	Check	Signature	Note		PD	Absent Hou
<text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>		Causer	Creaver, Bessier	61/01/21	CF CCAM			02.00PM				ung	.07
<text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>				6160121	08 00 AM			03.009%					en.
<text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>				01/05/21	OB OCAM			04.00PW					68
				01/07/21	08.004M			02.00PM					07:
Image: State of the				01/06/21	09.00AM			04.00PW					09
			Total	610021	09-00-AM			63.00PM					60 1 68
Enter your KinderConnect password.		Provider: Date Range: Only Substitute: Son By: Page Breaks: By COT	AAA -Provider tri/2021 to 100 No Child Name No tappi	Business 2021	the f th	e App	ally Detailed At Provider / All Att Provider / All Att Cumer	tendance endance Tota butto	Case Nu Contract Signatur Notes: Attendieres I on I ago true	mber: Type: a: 10 10	All Children With Signatu All Transacti o PD Days Abr o e that the k	re ons, Sh eence Da at t	sw Notes se Hour o ceo he st
Enter your KinderConnect password.		on	Thy DC										
Enter your KinderConnect password. Please enter your KinderConnect password CANCEL									Cane	aL			
				A	opr	ove			Canc	el			
	Enter you	Ir Kind	erC	on	in er y	ect our Ki	oass nderCc	woi	canc rd. t passv	wo	rd ok		

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

KinderConnect - Submit Attendance

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



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





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).



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	۲			Attendance
C Submit		Davis, Nat	10:00	0	Ready	0.00	Add Note	۲			Attendance



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



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

Payment Note for Eric Cameron	
	h
Save Cancel	



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	۲			Attendance

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

🔵 Press **Save**.



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



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