



1.1.1.1 Ohio Child Care TAP

Guide for Submitting Attendance

January 4, 2019

What is Submitting Attendance?

After a complete week of attendance information has been recorded, programs are encouraged to submit attendance information for payment. When a program submits attendance, the program is certifying that attendance is complete and correct. Attendance can be submitted for all children or for individual children.

Programs are given the ability to submit attendance so that they can review it to ensure it is complete and accurate. Attendance should never be submitted if it is incorrect or inaccurate.

Submitting attendance in a timely manner results in quicker payment.

When to Submit Attendance?

Complete attendance can be submitted after the end of a service week. Weeks begin on Sunday and end on Saturday. Any attendance submitted during a week will be processed on the following Sunday and programs will be paid five to seven business days later. See the example below:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
← Service Week →						
13	14	15	16	17	18	19
← Submit Attendance (any day this week) →						
20	21	22	23	24	25	26
Payments Processed						
27	28	29	30	31	1	2

In the above example, the attendance is collected for the week of the 6th to 12th. If attendance were submitted any day between the 13th to the 19th, the payment would be



processed on the 20th and the program would see the payment deposited 5 to 7 business days after the 20th.

If attendance from the week of the 6th to the 12th was submitted the week of the 20th, the payment would be processed on the 27th and payment would be deposited 5 to 7 business days later.

[Do I have to Submit Attendance?](#)

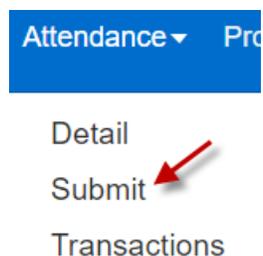
No, programs do not have to submit attendance. Attendance will automatically be processed by the system after four weeks resulting in payments being deposited to the program's bank account five weeks after the service week.

[What if I make a mistake after I Submit Attendance?](#)

Prior to submitting attendance, you should always make sure your attendance is complete and accurate. However, if you realize there is a problem, you have until the next Saturday at 11:59 PM to recall attendance for the week you just submitted. Once attendance for one child or more has been recalled, you can make attendance corrections. You must resubmit attendance after it has been corrected and saved. See the KinderConnect Recalling Attendance QRC for more. If you realize there was a mistake after the following Saturday at 11:59 PM, attendance cannot be corrected.

[How to Submit Attendance?](#)

On the main KinderConnect menu, click **Submit** under **Attendance** to view all authorized children's names.





Click **Submit** next to the week of attendance you would like to submit. You cannot submit attendance for a week until the week is over.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted
Submit	Recall	Note	12/30/2018	1/5/2019	Ohio	1	0
Submit	Recall	Note	12/23/2018	12/29/2018	Ohio	1	0
Submit	Recall	Note	12/16/2018	12/22/2018	Ohio	1	0
Submit	Recall	Note	12/9/2018	12/15/2018	Ohio	1	0

Click on the **Submit** checkbox beside individual child names or select the **Submit** checkbox in the blue header to select all children who have a status of “Ready”. You can only submit attendance for children who have a status of “Ready”. Please see below regarding the various Attendance Submit Statuses.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted:

<input type="checkbox"/>	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	Submit	William, Dorthy	09:00	0	Ready			Attendance
		William, Shawn		0	No Attendance			Attendance



Press the **Save** button.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted:

<input checked="" type="checkbox"/> Submit	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input checked="" type="checkbox"/> Submit		William, Dorthy	09:00	0	Ready			Attendance
		William, Shawn		0	No Attendance			Attendance

Read the disclaimer. Check the box to agree with the Attendance Submittal disclaimer, then press the **Submit Attendance** button to complete.

Attendance Submittal

1. By submitting this attendance, I confirm that it is complete, true and accurate.
2. I will be responsible for any false, incomplete, misleading or erroneous information submitted.
3. I acknowledge that I will be responsible for full reimbursement of any overpayments that result from the submission of false, incomplete, misleading or erroneous information.
4. I understand and acknowledge that I may be prosecuted under any applicable Federal and State laws for submitting any false claims, statements, documents or for the concealment of material facts.

I agree with the above terms and conditions



KinderConnect will return you to the **Attendance Submit** page. You can verify that your attendance was successfully submitted by reviewing the **Unsubmitted** column to see the total number of children who were not yet submitted for the selected week and the **Submitted** column to see the total number of children who were submitted for the selected week.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted
Submit	Recall	Note	12/30/2018	1/5/2019	Ohio	2	0
Submit	Recall	Note	12/23/2018	12/29/2018	Ohio	1	1
Submit	Recall	Note	12/16/2018	12/22/2018	Ohio	2	0

If you navigate to the **Attendance Details** page for the week of attendance you submitted, you will notice that the week is highlighted in a dark blue color and the times cannot be changed.

Child Name	Sunday 12/23	Monday 12/24	Tuesday 12/25	Wednesday 12/26	Thursday 12/27	Friday 12/28	Saturday 12/29
William, Dorothy	In: Out:						
Date of Birth: 4/5/2014		09:00 am 06:00 pm					
Case Number: 22222							
Absences: 1/1/10							
UAN: (1252) - 01/01/2018							
Daily Hours: 0:00	Daily Hours: 9:00	Daily Hours: 0:00					
Total Hours: 09:00	Absent:						
Hours Attended: 09:00							
Sched: Varying: NonSchool (60.00)							
Note	Note	History Note	Note	Note	Note	Note	Note

What are the Attendance Submit Statuses?

In order to submit attendance for a child, the attendance submit status must be **“Ready”**. This means that the child has valid and complete attendance for each day of the week and there is no pending attendance for the child. The service week has passed and attendance has not yet been submitted for this child.

Attendance Submit Statuses include:

Ready – Attendance is complete and valid. Attendance with this status can be submitted.

No Attendance – This means that no In or Out times, absences nor Professional Days have been recorded for a child for the entire week. You do not need to submit attendance if no attendance has been entered. This serves as a reminder if any attendance should have been entered and wasn’t.

Incomplete – Incomplete indicates that there is a problem with at least one time-pair for the child for the service week. This serves as a reminder that there is missing or incorrect attendance.



CycleActive – This attendance is the current week. You cannot submit attendance until after the week ends. Weeks are Sunday at 12:01 A.M. through Saturday at 11:59 P.M.

Pending – There is one or more pending time for the selected service week. A primary caretaker must approve all In and Out times entered by a program.

How to Correct Attendance

Navigate to the **Attendance Submit** page and click **Submit** beside the service week you would like to submit. If attendance has a status of **Incomplete** or **Pending**, click the **Correct** link beside the child’s name.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted:

<input type="checkbox"/>	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	Correct	William, Shawn		0	Incomplete			Attendance

In this example, the child is missing an Out time as indicated below. As the program, you can enter the missing Out time, but the primary caretaker is required to approve the Out time. Another option would be to have the caretaker or sponsor enter a backdated transaction for the missing Out time.

Correct Attendance for William, Shawn

Attendance Date	Error Description	Attendance								
12/23/2018	Missing Time Out	<table> <tr> <td>In:</td> <td>Out:</td> </tr> <tr> <td><input type="text" value="09:00 am"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Absent: <input type="text"/></td> </tr> <tr> <td colspan="2">Sched: Varying: NonSchool (60:00)</td> </tr> </table>	In:	Out:	<input type="text" value="09:00 am"/>	<input type="text"/>	Absent: <input type="text"/>		Sched: Varying: NonSchool (60:00)	
In:	Out:									
<input type="text" value="09:00 am"/>	<input type="text"/>									
Absent: <input type="text"/>										
Sched: Varying: NonSchool (60:00)										

If you click on the **Attendance** link, you will be taken to the **Attendance Details** page.

Submit: Attendance Cycle (Ohio): 12/23/2018 - 12/29/2018

Attendance Not Yet Submitted:

<input type="checkbox"/>	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	Correct	William, Shawn		0	Incomplete			Attendance



Conclusion

For additional information, please visit www.ohiocctap.info. There you will find additional training materials and videos.

For additional application related issues and questions, please feel free to contact our Ohio TAP Support Center at 833-866-1708 and select option 9 or email SupportOH@controltec.com.