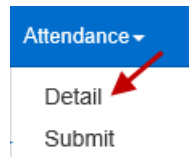


## KinderConnect – County Staff Reviews Attendance Details

**A** Press **Detail** under Attendance.



**B** Click **Provider** and enter the search criteria. Press **Search**.

**Select Provider**

Provider Name:

Program Number:

CCP User ID:

Phone Number:

Provider Type:

Region:

**C** Click on the radio button next to the name of the Provider/Program you would like to review. Press **OK**.

**Select Provider**

Provider Name:

Program Number:

CCP User ID:

Phone Number:

Provider Type:

Region:

S	Provider Name	Program Number	CCP User ID	Region	Address
<input checked="" type="radio"/>	AAA Child Care	656923		San Diego	123 Main Street Suite 234 Escondido, CA 92025
<input type="radio"/>	ABC Roland			San Diego	123 Main San Diego, CA 92101
<input type="radio"/>	Acorn Tiny Tots	54321	12345	MO Region	456 Main St Acorn, MO 06001
<input type="radio"/>	Aunt Bonnie's Child Care			San Diego	234 Bonnie Blvd. Escondido, CA 92025
					234 State St

**D** Use the back and forward arrows to navigate between different weeks. You can also use the calendar to select a week of attendance, or manually enter a date in the date field.



**E** Review attendance as needed.

**F** Click **History** on the lower right of a day to review the details of all **In** and **Out** times entered and of any changes made to the attendance.

**Monday 3/25**

**In:**  **Out:**

Daily Hours: 7:00

**Absent:**

Sched:  Full Cost  **History**

Note

Note: The **History** will display deleted attendance records in gray.

For more information, visit [www.ohiocctap.info](http://www.ohiocctap.info), email us at [supportOH@controltec.com](mailto:supportOH@controltec.com) or call us at 1-833-866-1708.