

Read Me First

Child Care Time, Attendance and Payment

Ohio Department of Job and Family Services (JFS) TAP System

Dear Program,

Welcome to the Child Care Time, Attendance and Payment System (TAP). Your tablet for collecting attendance and its tablet stand are in this box. Please follow the enclosed instructions that will walk you through unpacking your tablet and stand and explain how to get started.

These are **important steps that must be completed prior to using the TAP System**. If you do not complete these steps before you start using TAP, caretakers will not be able to enter attendance and you will not be paid.

We also included instructions that will be useful when parents begin checking children in and out of care at your program. There are helpful videos and more Quick Reference Cards available online on the Ohio TAP website: www.ohiocctap.info

If you have questions or need help, contact the Controltec Ohio TAP Support Center. Call toll-free 833-866-1708 (Option 9) or email SupportOH@controltec.com

Below you will find instructions for 1) Unpacking your Tablet & Tablet Stand, 2) Turning on your Tablet for the First Time, and 3) Next Steps.

Unpacking Your Tablet & Tablet Stand

1. Remove all items from the box.
 - a. Instructions and a set of Quick Reference Cards (QRCs) in a manila envelope
 - b. A blue box containing a Samsung Tablet
 - c. A large white box containing a tablet stand
2. Open the large white box first. There should be a tablet stand, a key and two screws.
3. Remove the tablet stand from its packaging and place on a flat surface.
4. Read the cardboard insert that explains how to insert the tablet into the stand. The tablet will need to be up and down (vertical), not horizontal. Remove this insert.
5. Adjust the rotating circle so that one of the metal holders is located on the top left.
6. Lift the metal switch on the back of the stand to the 'release' position. You will now be able to adjust the holders to the size of your tablet.
7. Open the blue box containing the Samsung Tablet and remove the tablet from the packaging.
8. Carefully place the tablet into the stand and secure the holders to the tablet.
9. Secure the tablet stand by pushing the switch on the back of the stand in to the secure position.
10. Optional, but highly recommended: Use the key to lock the tablet into the stand. This will prevent anyone without a key from removing the tablet from the tablet stand. Keep the key in a safe, secure location for future use.
11. Optional, but highly recommended: Use the two screws to secure the tablet stand to a counter or table. This will prevent anyone from picking up the tablet and tablet stand.

Turning on Your Tablet for the First Time

*****This process requires WiFi (wireless) internet access. Please do not continue until you are at a location with available WiFi internet access.*****

1. Push and hold the power button until the device begins to turn on. The power button is located on the top right side of the tablet.

2. Once the tablet powers on, you must swipe UP to reveal all applications. Please select **Settings** from the menu.
3. From the Setting Menu select the **connections** tab, then select **Wi-Fi**.
4. Tap on your Wi-Fi connection and enter the password if necessary. Select **Connect** at the bottom of the window to continue.

Next Steps

Open the enclosed manila envelope. This envelope includes several Quick Reference Cards (QRCs). Follow these QRCs in order to complete the registration and setup process:

1. KinderConnect – Provider Registration
2. KinderConnect – Logon
3. KinderConnect – Operator Search / Adding Operators
4. KinderConnect – Adding Private Pay Children (Optional)
5. KinderConnect – Adding Caretakers/Sponsors to a Child
6. KinderSign – Initial Registration of Provider’s Tablet

The other QRCs will be used for other tasks, such as checking children in and out of care or submitting attendance at the end of each week.

***KinderConnect** is the provider portal accessed through a browser.*

***KinderSign** is the application caretakers & sponsors use to check children in and out of care.*

***Sponsor** is a TAP term that means anyone authorized to sign a child in and out of care. This can be the caretakers or anyone a caretaker authorizes to sign their child in and out of care (relative, friend, etc.).*

- Primary Caretakers are already identified in the system. You must add a phone number for each caretaker.
- You must add all other sponsors. This includes their name, phone number, and relationship.

If your program has more than 50 enrolled children who receive publicly funded child care services, you are entitled to receive additional tablets and stands. For more information, contact the Controltec Ohio TAP Support Center at 833-866-1708 (Option 1) or SupportOH@controltec.com