

KinderConnect - Enter Overnight Hours

Overnight care occurs when children are in care past midnight. For example, a child arrives at 6:00 pm on Monday and leaves at 8:00 am on Tuesday.

- A** Select **Search** under Provider.

- B** Enter the information in the fields and press **Search** to locate the desired Provider.

Provider Search

Provider Name:	<input type="text"/>
Region:	Select All <input type="button" value="v"/>
Program Number:	<input type="text"/>
CCP User ID:	<input type="text"/>
Phone Number:	<input type="text"/>
Provider Type:	Select All <input type="button" value="v"/>
Device Count:	Select All <input type="button" value="v"/>
Status:	Select All <input type="button" value="v"/>

- C** Click on the **Program Name** to select. When the **Provider Detail** page opens, click on the **Overnight Care** checkbox to allow the **Program** to provide overnight child care.

Provider Detail

Provider:	ABC DAYCARE <input type="button" value="Select >>"/>
Provider ID:	24
Address Line 1:	82 South Bend Drive
Address Line 2:	3rd Building
City:	Toledo
State:	OH
Zip Code:	43046
Phone Number:	(123) 456-7890
Contact Name:	Daycare, ABC
CCP User ID:	3333
Region:	Ohio

★ denotes a required field

Provider Category:	★ Web <input type="button" value="v"/>
Allowed To Edit Attendance:	<input checked="" type="checkbox"/>
Enable Provider API:	<input type="checkbox"/>
IVR Phone Number:	(413) 525-5255
Pilot Participant:	<input type="checkbox"/>
Overnight Care:	<input checked="" type="checkbox"/>

- D** The **Program** is now authorized to take care of children overnight. **Overnight Care** can now be entered by sponsors using KinderSign, KinderSmart or IVR:

- The time the child arrives is shown in the 'In' box. In the example below, the child arrived at 6:00 pm.

Child Name	Monday 9/25	
Adams, Samantha	In:	Out:
Date of Birth: 2/2/2009	06:00 pm	<input type="text"/>
Case Number:	<input type="text"/>	<input type="text"/>

- The out time of 11:59 pm automatically is entered in the 'Out' box.

Child Name	Monday 9/25	
Adams, Samantha	In:	Out:
Date of Birth: 2/2/2009	06:00 pm	11:59 pm
Case Number:	<input type="text"/>	<input type="text"/>

- 12:00 am is automatically populated in the 'In' box of the following day. In the example below, the child left at 8:00 am as shown in the 'Out' box.

Child Name	Monday 9/25		Tuesday 9/26	
Adams, Samantha	In:	Out:	In:	Out:
Date of Birth: 2/2/2009	06:00 pm	11:59 pm	12:00 am	08:00 am
Case Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- E** If any attendance was entered using KinderConnect, press **Save** when you finish entering **Attendance**. A message displays indicating that the record was saved successfully. Programs can only enter an 'In' time or an 'Out' time for each time pair. All times entered by programs must be approved by primary caretakers.

For more information, visit www.ohiocctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.