

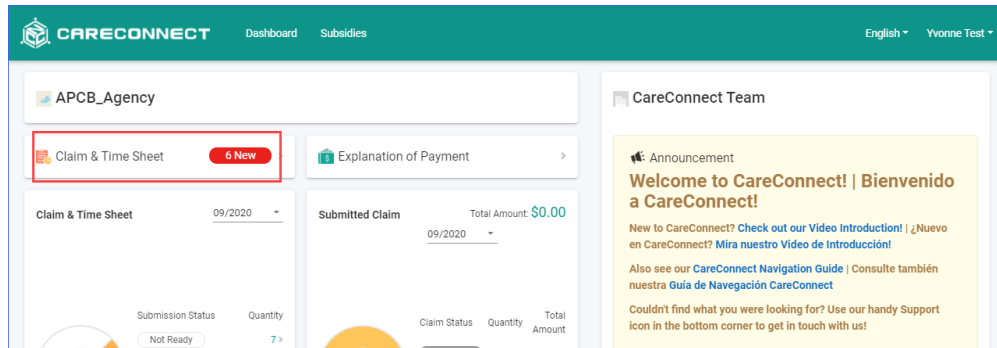
CareConnect Web - Attendance & Submission

1. Log Attendance

Step A. Login to **CareConnect** with your email and password

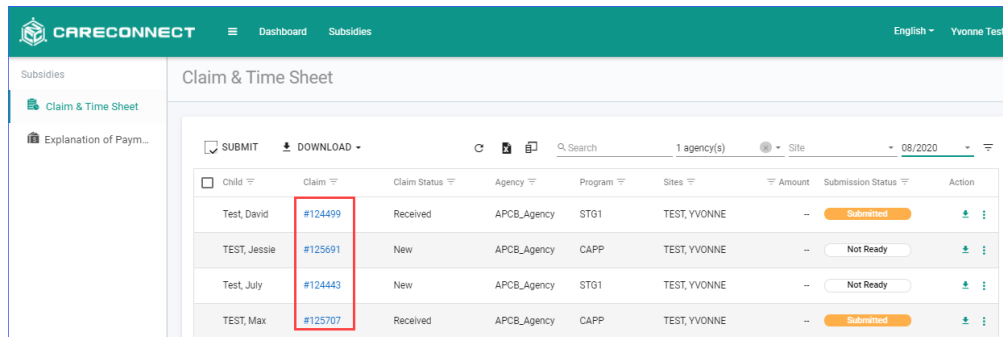
→ Click on **Claim & Time Sheet** section

Note: If there are any missing children's attendance sheets, please contact the parent's CDR specialist listed on the Notice of Communication (NOC) at (805)485-7878 to confirm if childcare has been approved.



Step B. Once in the **Claim & Time Sheet** section manage the daily attendance by selecting a child.

→ Click on a child's **Claim ID#**



Step C. To enter attendance hours for the child selected:

→ Click **Edit** on the right side of the **Attendance** section.

Subsidies

TEST, Jessie (DOB: 05/05/2014)

Claim & Time Sheet

Not Ready

Claim & Time Sheet

Explanation of Paym...

Incomplete attendance(s) cannot be submitted.

CLAIM ATTACHMENT

Claim: #125691 (Update Date: 07/25/2020) **New** Program: CAPP

APCB_Agency Site: TEST, YVONNE Month: 08/2020

Attendance

Attended (0) Absent (0) Incomplete (0) [Edit](#)

Invoice / Family Fee Amount [Edit](#)

Invoice: \$ 0.00 Family Fee: \$ 0.00

Comment:

Step D. Enter the child's attendance hours for each day for the service month.

If the child is absent any days, select the absent box ☒ and add the reason in the comment section for that day.

Subsidies

TEST, Jessie

Claim & Time Sheet / Claim #125691

Claim & Time Sheet

Explanation of Paym...

Aug 2020 0 h: 0 m (0.00)

Date	Day	Absent	Time 1	Time 2	Time 3	Comment	Actions
1	Saturday	<input type="checkbox"/>					×
2	Sunday	<input type="checkbox"/>	07:21 AM-02:40 PM				×
3	Monday	<input type="checkbox"/>	07:41 AM-03:11 PM				×
4	Tuesday	<input checked="" type="checkbox"/>				pink eye	×
5	Wednesday	<input type="checkbox"/>	07:34 AM-03:07 PM				×
6	Thursday	<input type="checkbox"/>	07:21 AM-03:11 PM				×
7	Friday	<input type="checkbox"/>	09:18 AM-05:40 PM			late drop off and pick up	×
8	Saturday	<input type="checkbox"/>					×

Step E. Scroll down to the bottom to save the attendance.

→Click the **Save** button

28	Friday	<input type="checkbox"/>	07:21 AM-03:17 PM				×
29	Saturday	<input type="checkbox"/>	07:40 AM-02:34 PM				×
30	Sunday	<input type="checkbox"/>					×
31	Monday	<input type="checkbox"/>	07:00 AM-02:40 PM				×

SAVE RESET CLOSE

/ - AM * - PM

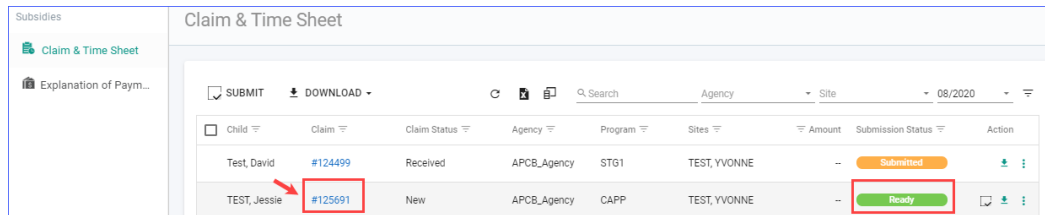
2. Submit Attendance

Step A. Once the attendance for the service month is completed, submit the childcare attendance sheet to CDR digitally from CareConnect.

Note: Children with completed attendances will have a **"Ready"** status.

Step B. Under **Claim & Time Sheet** section, to submit the attendance for the child:

→ Click on a child's **Claim ID#**



Child	Claim	Claim Status	Agency	Program	Sites	Amount	Submission Status	Action
Test, David	#124499	Received	APCB_Agency	STG1	TEST, YVONNE	-	Submitted	
TEST, Jessie	#125691	New	APCB_Agency	CAPP	TEST, YVONNE	-	Ready	

***Once the submission process is completed, the attendance cannot be changed.**

Step C. Under **Invoice / Family Fee Amount** section

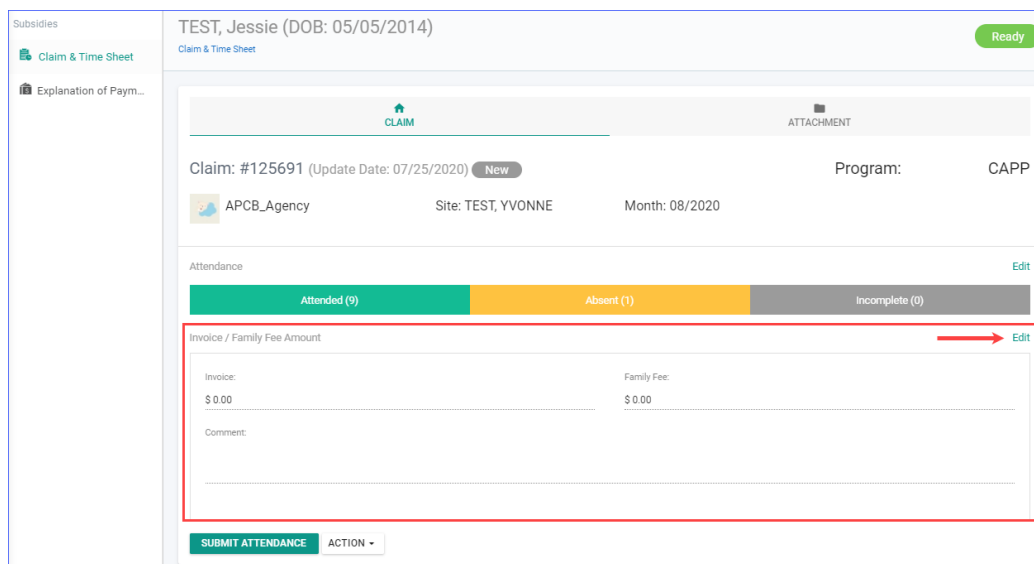
→ Click **Edit** to add a Family Fee collected amount, if applicable.

Note: A recommended amount for the family fee collection will be displayed if applicable.

You may add any additional comments for the service month in the comment box if necessary.

→ Click **Save** under the Invoice / Family Fee amount if there are any entries.

Note: This does not apply to all providers. If providers are not to collect a family fee from the parent, **skip step c and move to step d.**



TEST, Jessie (DOB: 05/05/2014) Ready

CLAIM ATTACHMENT

Claim: #125691 (Update Date: 07/25/2020) New Program: CAPP

APCB_Agency Site: TEST, YVONNE Month: 08/2020

Attendance Edit

Attended (9) Absent (1) Incomplete (0)

Invoice / Family Fee Amount Edit

Invoice: \$ 0.00 Family Fee: \$ 0.00

Comment:

SUBMIT ATTENDANCE ACTION

Attendance

Attended (0) Absent (0) Incomplete (0)

Invoice / Family Fee Amount

Invoice: \$0.00

Comment:

Family Fee: \$75.00

Save Cancel

ACTION ▾

Step D. When ready to submit the attendance to the childcare Agency

→ Click **SUBMIT ATTENDANCE**

Subsidies

TEST, Jessie (DOB: 05/05/2014)

Claim & Time Sheet

Ready

CLAIM ATTACHMENT

Claim: #125691 (Update Date: 07/25/2020) New

Program: CAPP

APCB_Agency Site: TEST, YVONNE Month: 08/2020

Attendance

Attended (9) Absent (1) Incomplete (0)

Invoice / Family Fee Amount

Invoice: \$500.00

Family Fee: \$0.00

Comment: child attended 9 days and absent 1 day

SUBMIT ATTENDANCE ACTION ▾

Step E. Confirm to Submit that the information is correct:

→ Select the box ☒ to certify care has been provided.

→ Click **Continue**

Confirm to Submit

Please double check attendance and claim information before submitting.

APCB_Agency Certification Signature(s) Required

Claim #125691

Child TEST, Jessie

Invoice Amount \$500.00

Family Fee Amount \$0.00

Comments
child attended 9 days and absent 1 day

☒ I certify under penalty of perjury that child care services as recorded on this attendance record have been provided.

CONTINUE CANCEL

Step F. Review the attendance information one last time

→ Click **Sign & Submit**

Step G. Use the mouse or touch screen to **sign** your full signature as the Provider.

→ Click **Submit**

Please confirm all documents before signing

Submission Record

Monthly Attendance

APCB_Agency

Claim #125691
08/01/2020 - 08/24/2020

JESSIE TEST
DOB: 05/05/2014

Provider Self-Certification Signature

Clear

SUBMIT CLOSE

SIGN & SUBMIT VIEW LOG CANCEL

Date	D	S	Total Hours	Comment
8/1	S		0.00	
8/2	S		7.32	
8/3	M		7.50	
8/4	T		0.00	pink eye
8/5	W		7.55	
8/6	T		7.83	
8/7	F		8.37	late drop off and pick up
8/8	S		0.00	
8/9	S		7.37	
8/10	M		0.00	
8/11	T		0.00	
8/12	W		0.00	
8/13	T		0.00	
8/14	F		0.00	
8/15	Sat		0.00	
8/16	Sun		0.00	
8/17	Mon		0.00	
8/18	Tue		0.00	
8/19	Wed		0.00	
8/20	Thu		0.00	
8/21	Fri		0.00	
8/22	Sat		0.00	
8/23	Sun		0.00	

Support

Step H. Allow 15 to 20 minutes for the submission process to complete.

Step I. Once the submission complete, the status will change to **"Ready for Parent"**.

A notification is automatically sent to the parent by email and/or SMS text based on the contact information on file with CDR.

This notification will contain an option for parents to sign and certify the child's attendance on their own device.

Step J. To send another notice to the parent, if needed.

→ Select **Send Attendance to Parent**

Subsidies

TEST, Jessie (DOB: 05/05/2014)

Claim & Time Sheet

Ready for Parent

CLAIM ATTACHMENT

Claim: #1 36 (Update Date: 05/05/2020) New

Program: CAPP

APCB Site: TEST, YVONNE Month: 05 2020

Attendance

Attended (1) Absent (1) Incomplete (0)

Invoice / Family Fee Amount

Invoice: \$ 0.00 Family Fee: \$ 0.00 Recommend: 0

Comment:

PARENT SIGNATURE SEND ATTENDANCE TO PARENT VIEW SUBMISSION RECORD ACTION WITHDRAW ATTENDANCE

Step K. If the parent does not have a reachable email or cell phone number, or you would like the confirmation to be signed in-person, you will need to re-open the child's claim and → select **Parent Signature**.

**This option allows the parent to sign in-person on the provider's device.*

Subsidies

TEST, Jessie (DOB: 05/05/2014)

Claim & Time Sheet

Ready for Parent

CLAIM ATTACHMENT

Claim: #1 36 (Update Date: 05/05/2020) New

Program: CAPP

APCB Site: TEST, YVONNE Month: 05 2020

Attendance

Attended (1) Absent (1) Incomplete (0)

Invoice / Family Fee Amount

Invoice: \$ 0.00 Family Fee: \$ 0.00 Recommend: 0

Comment:

PARENT SIGNATURE SEND ATTENDANCE TO PARENT VIEW SUBMISSION RECORD ACTION WITHDRAW ATTENDANCE

Note: CDR may request a secondary verification of the parent's signature prior to releasing reimbursement.

Step L. Parents can then review the attendance first:

→ Click **Sign & Submit**

→ **Check** mark the certification box ☒.

→ Sign using the mouse or touch screen to **sign** the full signature.

→ **Submit**

Please confirm all documents before signing

Submission Record

Monthly Attendance

APCB

Claim #12568

03/01/2020 - 03/19/2020

TEST JESSIE

DOB: 05/05/2014

Parent Self-Certification Signature

Clear

☐ I certify under penalty of perjury that child care services as recorded on this attendance record have been provided.

SUBMIT CLOSE

Date	Day	Total Hours	Comment
3/1	Sat	0.00	
3/2	Sun	0.00	
3/3	Mon	0.00	
3/4	Tue	0.00	
3/5	Wed	0.00	
3/6	Thu	0.00	
3/7	Fri	0.00	
3/8	Sat	0.00	
3/9	Sun	0.00	
3/10	Mon	0.00	
3/11	Tue	0.00	
3/12	Wed	0.00	
3/13	Thu	0.00	
3/14	Fri	0.00	
3/15	Sat	0.00	
3/16	Sun	0.00	
3/17	Mon	0.00	
3/18	Tue	0.00	
3/19	Wed	0.00	

SIGN & SUBMIT VIEW LOG CANCEL

Support

Step M. Once parent has signed, the claim will automatically be sent to CDR within 15-20 minutes and the claim status will change to **"Submitted"**.