

## Quick Guide to Attendance Processing

### #1-Attendance Code Description

Blank-Attendance needs to be Submitted  
 PND-Pending Parent Acceptance  
 SUB-Attendance Submitted  
 REJ-Attendance Rejected  
 APP-Attendance Approved

### #2-Absences

Quick glance at the absences marked for a second review

### #3-Rejection Comment

This will indicate to you the reason why the child was rejected. Once you address the issue in the statement you can then resubmit the child (if applicable)

### #4-Absence Reason

Select an absence Reason  
 3 Absence's will be automatically paid  
 7 Absence's will be paid *IF* authorized documentation is uploaded  
 \*\*Due to Disaster coding-When DEL authorizes this code to be used for payment based on enrollments.

1. This code will be used for any children who do not show up for the entire month.
2. This code will be used for any children that attend but have absences greater than 3.

1 to 20 of 91 enrolled

Child Name	DOB	Status
1.	2y	△ PND
2.	2y	△ PND
3.	2y	⊙ REJ
4.	2y	⊙ REJ
5.	2y	⊙ REJ
6.	3y	⊙ REJ
7.	3y	⊙ REJ
8.	4y	⊙ REJ
9.	4y	⊙ REJ
10.	5y	⊙ REJ
11.	5y	⊙ REJ
12.	7y	⊙ REJ
13.	8y	⊙ REJ
14.	8y	⊙ REJ
15.	10y	⊙ REJ
16.	7y	⊙ REJ
17.	2y	⊙ REJ
18.	5y	⊙ REJ
19.	3y	⊙ REJ
20.	3y	⊙ REJ

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

### Attendance Calendar

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
			A	A	H	*
5	6	7	8	9	10	11
*	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
12	13	14	15	16	17	18
*	X	X	X	X	A	*
	FT	FT	FT	FT		
19	20	21	22	23	24	25
*	A	A	A	A	A	*
26	27	28	29	30	31	1
*	A	A	A	A	A	*

**Child's Current Information**

Copay \$1.23    BGrp BG3

Status Enrolled

**Monthly Attendance Summary**

Anticipated Start Date 6/24/2020

Absences		
07/01/2020	07/22/2020	07/29/2020
07/02/2020	07/23/2020	07/30/2020
07/17/2020	07/24/2020	07/31/2020
07/20/2020	07/27/2020	
07/21/2020	07/28/2020	

Days Absent 13  
 Days Present 9  
 Reimbursed Holidays 1  
 Non-Reimbursable Days 0  
 RWA No  
 Schedule Note N/A  
 Reject Reason Other

**Reject Comment**  
 Please terminate child and resubmit attendance.

Reason for Absence on 8/11/2020

Reason \* -- Select Reason --

- Child Hospitalized
- Child Illness
- Death in Family
- Court Ordered Visitation
- Military Deployment
- Other Reason
- Enrolled/Non-Reimbursable Day
- Absence Due To Disaster

Note

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload  
 No file chosen

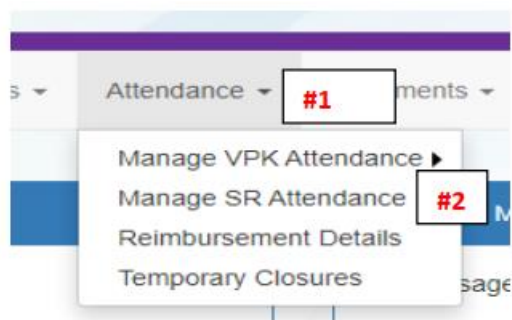
**PURPOSE:** How to complete attendance for each child enrolled.

**IMPORTANT:** Before starting attendance make sure the following three steps have been completed

1. Accept all new enrollments(See How To: Accept-Reject Enrollment directions).
2. Submit all termination requests for any children who are no longer enrolled.
3. Submit any Temporary Closure request (See How To: Temporary Closure directions)

From the provider dashboard

1. Click on the Attendance Tab
2. Click on Manage SR Attendance
3. Click on the Service Period drop down and select the correct service month to work on
4. Click on the child’s name to record attendance (child name will be highlighted in green. The calendar will populate each day defaulted with a X = present, \* = Provider Closed/Temporary closure or H = Holiday)
5. Click on the X to change attendance to absent



Program Type\*: SR

Service Period\*: January 2021 #3

Coalition\*: ELC of Marion

1 to 3 of 3 enrolled

	Child Name	DOB	Age	Billing G	Status
1.			10y	BG8	<span style="border: 1px solid black; padding: 2px;">#4</span> PND
2.			5y	BG8	⚠ PND
3.			8y	BG8	⚠ PND
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Previous Next

Indicate the child's attendance below. Supporting documentation may be uploaded to the

Attendance Calendar						
January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					H	*
3	4	5	6	7	8	9
*	X PT	X PT	X PT	X PT	X PT	*
10	11	12	13	14	15	16
*	X PT	X PT	X PT	X PT	X FT	*
17	18	19	20	21	22	23
*	H	X PT	X PT	X PT	X PT	*
24	25	26	27	28	29	30

6. A pop-up box will appear to record the absence
  - a. Click on the drop down to select the *Absent reason*
  - b. Click in the *Note Box* to type in a comment to support the absence
  - c. Click on the *Chose File* box to upload any supporting documentation
  - d. Click Save

The screenshot shows a web form titled "Reason for Absence on 8/11/2020" for a user named Jade Colon Echeverria. The form has several sections:
 

- Reason:** A dropdown menu with a red asterisk. A red box labeled "#6a" is next to it. The dropdown is open, showing options: "-- Select Reason --", "Child Hospitalized", "Child Illness", "Death in Family", "Court Ordered Visitation", "Military Deployment", "Other Reason", "Enrolled/Non-Reimbursable Day", and "Absence Due To Disaster".
- Note:** A text area with a red box labeled "#6b" next to it.
- Attach your document:** A section with instructions and a "Choose File" button. A red box labeled "#6c" is next to the button.
- Buttons:** "Save" and "Cancel" buttons at the bottom. A red box labeled "#6d" is next to the "Save" button.

### RULE 6M-4.500

(4) Absences.

(a) Reimbursement shall be **authorized for no more than three (3) absences** per calendar month per child except in the event of extraordinary circumstances in which case the coalition or its designee shall document approval for payment based on written documentation provided by the parent justifying the **excessive absence for up to an additional seven (7) days**. Extraordinary circumstances **does not include vacation or recreational time**.

Examples of extraordinary circumstances include the following:

1. **Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission),**
2. **Illness requiring homestay as documented (doctor's note, parent statement),**
3. **Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement),**
4. **Court ordered visitation with appropriate documentation (i.e., court order), or**
5. **Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty),**

(b) Total monthly reimbursed absences shall **not exceed ten (10) calendar days**.

**\*\*All Absences beyond 10 should be marked "Enrolled / Non-Reimbursable Day"**

7. Complete this process for every child on the attendance roster based on the parents signature on the Sign In / Sign Out sheet (SISO).

**IMPORTANT: The SISO MUST match the attendance submitted and certified to the coalition.**

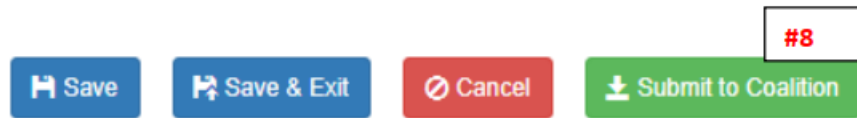
8. To submit attendance, Click on the **green button** at the bottom right side of the screen

9. Review the summary of the attendance that is being submitted

10. Complete your **Full Name** just the way it is in the portal

11. Click the box next to **Certify by Electronic Signature**

12. Click **Submit**



By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name: \* #10

#11  Certify by electronic signature \*

Submission Date 1/23/2021

Submit

#12

Cancel

13. Upload the Sign In / Sign Out sheets to the Blue Jeans Porta