## **CDDIS Attendance Reports**

Entering, Adjusting, and Viewing Child Development Division Information System (CDDIS) Attendance Reports

DEPARTMENT FOR CHILDREN AND FAMILIES CHILD DEVELOPMENT DIVISION

## **CDDIS Trainings for Child Care Providers**

This is the **second** in a series of trainings for child care providers. We recommend you view them in the order below:

1. Login and Overview for the Child Development Division Information System (CDDIS) for Child Care Providers

2. Entering, Adjusting or Viewing a CDDIS Attendance Report

3. Submitting and Viewing Provider Rate Agreements (PRA) in CDDIS

4. Viewing and Editing Operation Hours, Certificates, Claims and Notices in CDDIS

These trainings can be found on the CDD Provider Information page: <u>CCFAP Information For Providers | Department for Children and Families (vermont.gov)</u>

## **Jump To A Section**

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# Logging Into CDDIS

## **Getting Paid Through CDDIS**

All licensed, registered, and Approved Relative Child Care providers who wish to be paid child care financial assistance (subsidy) need to submit attendance reports in the Child Development Division Information System (CDDIS).

Providers must request access to CDDIS by submitting a CDDIS Help Desk Request at <u>CDDIS Help Desk</u>.

## Log Into Your myVermont Account

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	Log in to get started	
	Required Field (')	
	Email Address*	
	kristen.haydenwest@vermont.gov	
	Password* Forgot Password?	
	Login	
	Unlock your account.	
	Forgot your e-mail or have other account issues? See our info site.	
	Don't have an account? Create an account	

You will receive an email prompting you to log in or set up a new account with <u>https://my.vermont.gov</u>

If you need assistance with your password, submit a CDDIS Help Desk Request at <u>CDDIS Help</u> <u>Desk</u>.

#### **Provider Login**

Once you are logged into your **myVermont** account, look for the **Child Care Programs** box and click the **Provider Login** button. You will be directed to the CDDIS homepage (see slide 10)

**Note -** The look of your myVermont homepage may look different based on the AHS programs you are associated with.



Click here for assistance logging in to CDD programs.

## Logging In With A Mobile Device

- •You can use a smartphone, tablet, or computer to log into CDDIS.
- •There is no separate app to do this. You will need to log in to myVermont via a browser as if you were on a desktop.
- •The information found using a mobile device will be the same, **but** the view will adjust to fit a smaller screen.
- •Select the three stacked lines in the upper left corner to expand the number of items you see.
  - Example shows website on an Android device and where to locate additional tabs.



# Entering An Attendance Report

#### Enter An Attendance Report

After you have logged into CDDIS, select the **Attendance** tab\* from the green banner on the top of the CDDIS homepage.

\*If using a mobile device, you will need to click on the dropdown button to see the Attendance tab.



## Attendance Entry Screen

The Attendance screen has tabs for Attendance Entry, Adjusting Attendance, and running Attendance Reports.

The default is Attendance Entry.

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## **Service Periods**

- CDDIS is set up to accept attendance in two-week intervals called service periods.
- Service periods are fixed and cover the fiscal year, which runs from July 1<sup>st</sup> through June 30<sup>th</sup>.
  - All attendance records are based on the state fiscal year, not the January-December calendar year.
  - For example, licensed and registered providers may be paid for up to 30 closed days. You must use July 1<sup>st</sup> as the start date when calculating the number of closed days you can be paid for during the year.



**Note -** A link to the current CCFAP Payment Calendar is always posted on the <u>CCFAP</u> <u>Information for Providers page</u> on our website.

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## Entering Service Period Dates

In the **Time Plan** field, begin typing the month and the day of the service period.

•The date range will pop up below the field for you to select.

**Note -** There **must** be 4 digits. Example: April 24<sup>th</sup> is 04/24.

#### Selecting An Account

If you have more than one account in CDDIS, you will need to click on the **Select Account** field and choose the correct account from the dropdown.

You will automatically be taken to the attendance page.

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## **Attendance Entry**

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For each child, mark the hours of attendance in the boxes on the right side of the screen.

- There are separate attendance lines for the two weeks of the service period.
- You may use decimals to enter partial hours (example: 8.5 hours)

## **Attendance Entry FT/PT**

Providers should **NOT** check the FT/PT (fulltime/part-time) box by default. It should only be selected when a child with a FT/PT certificate is present or registered for full-time hours during a week, and codes are used.

By checking the FT/PT box, you certify:

- 1. The child was enrolled to attend at least 26 hours of care.
- 2. During this care, the child's regular school or program was not available to them.
- 3. You used attendance codes for the times the child was scheduled to attend.

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## **Hours Entered VS Hours Paid**

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- Registered and licensed child care providers will receive payment only for hours authorized; however, they must enter the total number of hours a child attended, regardless of authorized hours.
- Approved Relative Child Care (ARCC) providers can only enter up to the number of hours authorized.

## **Don't Lose Your Work!**

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- You **MUST** select the **Save** button before you move on to another screen or your work will be lost.
  - This includes situations where programs have multiple pages of attendance. You **MUST Save** at the end of each page.
  - You can enter attendance daily, weekly, or for a full two-week service period, but always hit Save to keep that information until the full two weeks of attendance has been submitted.

## **Attendance Codes**

•Regulated child care providers who serve children receiving child care financial assistance can enter letter codes into their child care attendance within CDDIS in place of hours of care when a child is absent or when the program is closed on normal days of operation.

•Approved Relative Child Care providers are not eligible to use codes. If a code is entered, **no payment will be made for that day**.

•See the Attendance Code fact sheet at <u>https://dcf.vermont.gov/cdd/providers/care/ccfap</u> for more details about each code, and when/how to use them.

• Note - Entering codes that are not on the current Attendance Code guidance will result in non-payment for those days.

## **Entering Attendance Codes Example**

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In this example, the child was absent from 7/01-7/03. The provider entered a "C" in the attendance box for those days.

The provider was then closed 7/04-7/05. The provider entered a "P" for those days for **all** children.

## Viewing Provider Code Usage

Related	Details Tode Tracker	Code Track Records (F	er ? Code)	_		_		_		_	_			
1	Record Id	$\vee$	Account	$\vee$	Provider Type	$\vee$	License Status	$\vee$	SFY Date Range	v	Current	~	Max Allowed	$\sim$
1					Licensed Provider		Licensed		07/01/2021 - 06/30/2022	2				15
2					Licensed Provider		Licensed		07/01/2022 - 06/30/2023	3				30
3					Licensed Provider		Licensed		07/01/2023 - 06/30/2024	1	2			30

Ħ	#       Attendance Code Tracker Records (P Code)																
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1					Licensed Provide	er	08/30/2023						07/01/2023 - 06/3	0/2024	P Code		Licensed
2					Licensed Provide	er	08/28/2023						07/01/2023 - 06/3	0/2024	P Code		Licensed
(																	) )

To view usage of your Provider Codes ("P" codes), click on the Code Tracker tab under My Account.

The Code Tracker Records (P Code) will show the number of "P" codes used per fiscal year, starting with attendance submitted after 10/12/23.

Attendance Code Tracker Records (P Code) will show the specific days "P" codes have been used.

**Note -** Payment will be deducted from your invoice for any additional "P" days taken beyond your 30 allocated days per fiscal year.

## **Additional Information**

Additional information available on the Attendance Entry page includes:

- •Parent name
- Child's certificate
- •Service period
- •Check box if the child is no longer enrolled
- •A Print Attendance button to download a spreadsheet with the data you have entered for your record-keeping.

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## **Submitting Attendance**

Once all attendance information for that service period is entered, click **Submit**.

- You can only submit attendance once the service period has ended.
- You have **up to 60 days** to submit attendance for a service period.

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#### **Summary Details**

After hitting **Submit**, a Summary Details page appears:

- 1. Review the attendance information and the calculation of hours for accuracy.
- 2. Click the approval check box on the bottom of the screen.

Note: A red error box may appear if there is a problem with the hours entered. In the example above, too many hours were entered for the child.

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## **Success Notification**

At each step in the attendance submission process, a Success notification will pop-up on the screen.

Here you can see that:

- The attendance was successfully submitted
- The attendance summary was calculated successfully
- The timesheet was saved

**Note -** You must click the "**X**" for the notifications to go away.



# Viewing A Submitted Attendance Report

#### View Status of Attendance Report

Once the attendance has been successfully submitted you can check its status in CDDIS:

- 1. From the green banner at the top of the page, select the **My Account** tab.
- 2. Select the Account Name.
- 3. Select the **Related** tab.
- 4. Scroll to the bottom of the **Related** screen and find the **Claims** section.
- 5. Click View All under the Claims section if you do not initially see the Claim Number. Sorting the Claims columns by 'Modified Date' will show the claims in order from most recent to oldest.

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	1	Kristen's Kid Kare			Provider		Sandhya	
-	2	Neck of the Woods			Provider		DCF-CDDIS System	

Home	My Account	Provider Rate Agreement	Operating Hours	Attendance	Certificates	Notices
Details	Related					
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Claim Number	Claim Status	Claim Owner	Pay Period	
a2u3S0000001IW1	Posted	SOV Provider	09/25/2022-10/08/2022	
a2u3S000001FnT	Processed	SOV Provider	09/11/2022-09/24/2022	
a2u3S000001EqB	Processed	SOV Provider	08/28/2022-09/10/2022	
a2u3S000001EqV	Processed	SOV Provider	. 08/28/2022-09/10/2022	
a2u3S000001Cow	Processed	SOV Provider	08/14/2022-08/27/2022	
a2u3S000001Eq1	Processed	SOV Provider	08/14/2022-08/27/2022	

## View & Print Claim Record

To see the details of an invoice, follow the steps on the previous slide and then:

- 1. From the Claims section, select the relevant **Claim Number**.
- 2. Once that claim screen opens, click on the View Claim Record button in the top right corner.
- A copy of the invoice will display. It can be printed or saved as a PDF.

**Note:** The asterisk (\*) next to a child's name on the claim record indicates they receive specialized child care payments and will be listed **twice** on the invoice.



#### View Claim Details By Child

- 1. While in a claim record (see page 27, step 1), click the **Related** tab.
- 2. Click **View All** under Claim Line Items. This shows a list view of all children. Click column headers:
  - "Child Firstname" or "Child Lastname" to match the lines by Child.
  - "Record Type" to have the specialized child care children show together.

SOV Provider	·					View Claim Record Printable Vie
Claim Number a2u3S00	Pay Period 09/25/2022-10/08/2022	Claim Total \$2,016.00	Expense Amount \$2,016.00	Claim Status Posted	VISION Paid Amount \$2,016.00	
DETAILS RELA	MTED (6+)				Chatter isn't enab	led or the user doesn't have Chatter access.
Line Item Number	Child Firstname	Child Lastname	Attendance			
a1035(	MALAKAI		A-34/			
a10350 a10350	MALAKAI OLIN		A-34- A-34-	<b>.</b>		
a10350 a10350 a10350	MALAKAI OLIN Pebbles		A-34- A-34- A-34-	V V V		
a1035( a1035( a1035( a1035(	MALAKAI OLIN Pebbles Alan		A-34 A-34 A-34 A-34	<b>V</b>		
a1035( a1035( a1035( a1035( a1035(	MALAKAI OLIN Pebbles Alan Atticus		A-34 A-34 A-34 A-34 A-34;	4           4           4           4           4           4		
a1035( a1035( a1035( a1035( a1035( a1035(	MALAKAI OLIN Pebbles Alan Atticus Elianna		A-34 A-34 A-34 A-34; A-34; A-34; A-34;	•           •           •           •           •           •           •           •           •           •		

Claims Clair	> a2u3SI n Line Items											
24 item	s • Sorted by WeekEndDate	e • Upo	lated a minute ago									\$\$ ▼ C' ▼
	Line Item Number	$\sim$	Child Firstname	Child Lastna N	✓ Attenda ✓	Expense Amount	✓ Certifi	cate 🕚	✓ WeekStart ✓	WeekEn ↓ ∨	Status	✓ Record Type
9	a1035		Jolene		A-34	\$0.00	CR-00	8	10/2/2022	10/8/2022	Closed W/O Pay	Claim Line Item
10	a1035		KELANINOLAH		A-34	\$0.00	CR-00	1	10/2/2022	10/8/2022	Closed W/O Pay	Claim Line Item
11	a1035		Alan		A-34	\$28.00	CR-00	8	10/2/2022	10/8/2022	Posted	Specialized Child Care
12	a1035		MALAKAI		A-34	\$280.00	CR-00	2	9/25/2022	10/1/2022	Posted	Claim Line Item
13	a1035(		OLIN		A-34	\$0.00	CR-00	4	9/25/2022	10/1/2022	Closed W/O Pay	Claim Line Item
14	a1035		Pebbles		A-34	\$0.00	CR-00	8	9/25/2022	10/1/2022	Closed W/O Pay	Claim Line Item
15	a1035		Alan		A-34	\$280.00	CR-00	8	9/25/2022	10/1/2022	Posted	Claim Line Item
16	a1035		Atticus		A-34	\$280.00	CR-00	1	9/25/2022	10/1/2022	Posted	Claim Line Item
17	a1035		Ava		A-34	\$280.00	CR-00	5	9/25/2022	10/1/2022	Posted	Claim Line Item
												•

# Adjusting Attendance

Editing and re-submitting a previously submitted attendance form

## Submit An Adjustment

If CDD notices an error or missing element in an attendance report, it will be sent back to you for updating. To correct a claim that is already submitted:

- 1. Click on the Attendance tab in the green banner.
- 2. Select Attendance Adjustment.
- 3. Select the relevant Service Period and Account Name.



#### Attendance Adjustment – Screen 1

After choosing the Attendance Adjustment button and selecting the appropriate dates and account, this screen appears:

- 1. Click the box next to the child whose attendance you need to update.
- 2. Select the **Next** button.

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	04/24/202	2-05/(	07/2022							×	Nec	k of the \	Noods										•
	Child Name	P	Parent V Name V	Cert. End ∨ Date	CERT. ID ~ NUMBEI	Week1 ∨	s	М	т	w	тн	F	s	IF FT/PT	Week2 ∨	s	м	т	w	тн	F	s	IF FT/PT
	<i>1</i> 823.	ą		6/17/2022	CR-049254	4/24 - 4/30	8.5	8.5	8.5	8.5	8.5	8.5	-	$\checkmark$	5/1 - 5/7	1							~
~				8/26/2022	CR-047311	4/24 - 4/30									5/1 - 5/7								
			e	7/29/2022	CR-048913	4/24 - 4/30									5/1 - 5/7								
			~~~	6/10/2022	CR-048748	4/24 - 4/30								$\checkmark$	5/1 - 5/7								$\checkmark$
		a a	5 <b>*</b>	8/26/2022	CR-048749	4/24 - 4/30									5/1-5/7								
•									Previo	s N	ext	Submit											Þ

#### Edit Attendance Sheet

- We updated the hours for the week of 7/07-7/13 (note that the child was absent on Friday)
- 2. For the week of 7/07-7/13, we have checked the **No Longer Enrolled** box. This blanked out the ability to fill in attendance and will let CDD know that the child is no longer enrolled in your program.
- 3. Select **Submit** when done.

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Attendance Entry		
ime Plan (mm/dd/yyyy-mm/dd/yyyy)	Select Account	
⊙ 04/24/2022-05/07/2022	Summary Details	
CHILD PARENT CERTIFIFCATE NAME END DATE C CORBIN WIMBLE ASHLEY L METEVIER 2022-08-27	ihild v       Certi v       Total v       Week v       Used v       4/29         CR-047311       8/27/2022       40       44       0       15	S IF FT/PT NOTES
CORBIN WIMBLE ASHLEY L METEVIER 2022-08-27	5/6	5/7
1. an ob fin 2. pr	Filing a false claim to a state agency is a criminal act. The crime is a felony under 33 V.S.A. §143, §141, with naximum penalty of up to 10 years in prison or a fine up to \$1,000 or twice the amount wrongfully tained. The crime is also a felony under 13 V.S.A. §3001 with a maximum penalty of 5 years in prison or a e of up to \$10,000, or both. DCF may be used on against your child care license, registration, or Legally Exempt certificate if oviding alse information is substantiated. * The information I entered on this form is true, accurate, and complete	

## Confirmation

Just like when you originally submitted attendance, you will receive a success notification and be asked to verify your submission. Check the box and click **Submit**.

# **Printing or Exporting Attendance Reports**

#### Attendance Reports

At

- 1. Click on the **Attendance Report** tab to view a history of submitted attendance.
- 2. Select the service period, account, and child.
- 3. Click **Print** Attendance.
- 4. A list of attendance submissions associated with that child will display. They can be viewed or exported.

Plan (mm/dd/yyyy-mm/dd/yyyy) 04/24/2022-05/07/2022 t Child			×	Select Account Neck of the Wood Print Attendance	5		
04/24/2022-05/07/2022			×	Neck of the Wood Print Attendance	s		
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Child Name 1 Certificate Id 1	Attendance: Record Type	Pay Period	Week Start Date 💌	Week End Date 💌	Attendance: Created Date 🕴 💌	Attendance: Attendance Name	Certificate: Certificate Nar
CR-047311 (2)	Attendance	04/24/2022-05/07/2022	4/24/2022	4/30/2022	5/5/2022	A-39884	CR-047311
	Attendance	04/24/2022-05/07/2022	5/1/2022	5/7/2022	5/5/2022	A-39885	CR-047311
Subtotal							
Subtotal							
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Iotal (2)							

# Thank you for viewing this training.

For additional tools and resources visit the CCFAP Information For Providers page on our website: <u>https://dcf.vermont.gov/cdd/providers/care/ccfap</u>.