Entering, Adjusting or Viewing a CDDIS Attendance Report

This is the third in a series of CDDIS trainings for Vermont child care providers. Please view: LOGIN AND OVERVIEW FOR THE CHILD DEVELOPMENT DIVISION INFORMATION SYSTEM (CDDIS) FOR CHILD CARE PROVIDERS
CDDIS Trainings for Child Care Providers

This is the second in a series of trainings on YouTube. We recommend you view them in order.

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. Viewing and Editing Provider Rate Agreements (PRA) in CDDIS
4. Viewing and Editing Operation Hours, Certificates, Claims and Notices in 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 https://cddishelpdesk.vermont.gov.
Log into your my.vermont.gov account

You will receive an email prompting you to log in or set up a new account with my.vermont.gov.

If you need assistance with your password, submit a CDDIS Help Desk Request at https://cddishelpdesk.vermont.gov.
Log into CCIS

Once you are logged into your my.Vermont.gov account, look for the Child Care Programs button.

- Selecting this button will bring you to the CDDIS homepage seen on slide 7.

Note: the look of your homepage in my.Vermont.gov may look different based on the programs you are associated with.
Logging in with a Mobile Device

• You can use a smart phone or tablet, as well as a computer, to log into CDDIS.

• There is not a separate app to do this. You will need to log in at my.Vermont.gov 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.

• Look for a “More” button or select the dropdown icon to expand the number of items you see.
  • Example: on a Galaxy phone, the toolbar choices display when you select the triple line icon on the top left of the Welcome screen.
Enter an attendance report online:

After you have logged in to the CDDIS system, select the *Attendance* tab* from the green banner on the top of the CDDIS Home Page.

*If using a mobile device, you will need to click on the “More” or dropdown button to see the Attendance tab.
Attendance Entry Screen

This screen has tabs for Entering Attendance, Adjusting Attendance, and running Attendance Reports.

The default is Attendance Entry.
Child Care 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 through June.
  - All attendance records are based on the state fiscal year, not the January to December calendar year.

- For example, licensed and registered providers may be paid for up to 30 closed days. You must use July 1st as the start date when calculating the number of closed days you can be paid for during the year.

A link to the current CCFAP Payment Calendar is always posted on the CCFAP Information for Providers page on our website.
Entering Service Period Dates and Selecting Account

Begin typing the month and the day of the service period in the first field.

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

Note: there must be 4 digits. Ex. April 24\textsuperscript{th} is 04/24.
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.
Mark the hours of attendance for each child 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 (ex. 8.5.)
**Attendance Entry FT/PT**

- Providers should *not* check the FT/PT box by default.

- It should only be selected when a child with a FT/PT certificate is present or registered for full time hours that week, and codes are used.

- By checking this box you certify:
  1. That this child was enrolled to attend at least 26 hours of care.
  2. That during this care their regular school or program was not available to them.
  3. That you used attendance codes for the times the child was scheduled to attend.
Registered and licensed child care providers will receive payment only for the hours authorized however,

- They must enter the total number of hours attended, either more or less than authorized.

- Approved Relative Child Care (ARCC) providers can only enter up to the number of hours authorized.
Don't Lose Your Work!

- You MUST select the *Save* button before you move on to another screen or your work will be lost.

- This includes situations where programs use multiple pages of attendance. You MUST *Save* at the end of each page.

- You can enter attendance daily, weekly or for a full 2-week service period, but always hit *Save* to keep that information until the full two weeks of attendance has been submitted.
# Attendance Codes in CDDIS

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason to Use Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>P: Provider Closed</td>
<td>You must use the “P” code when you are closed on normal days of operation. If you are closed on a state/federal holiday you must enter a “P”. Do not use this code for weekends if you do not normally provide care on the weekends. Providers are granted 30 provider closed days, calculated from July - June each year. Payment will be deducted from your invoice for any additional “P” days taken beyond your 30 allocated days.</td>
</tr>
<tr>
<td>S: Sick Child</td>
<td>Use this code when children are absent due to illness. Parent must verify that the child is sick.</td>
</tr>
<tr>
<td>V: Vacation</td>
<td>You may use this code when parents notify you that their children are absent due to vacation. Families are granted 20 vacation days, calculated July-June each year.</td>
</tr>
<tr>
<td>H: Hold Placement</td>
<td>To hold an opening for a child with an “H” code, you need to contact your local community agency for approval.</td>
</tr>
<tr>
<td>N: No Notice</td>
<td>To use an “N” code when a child has stopped attending, you need to contact your local community agency for approval. The “N” code may only be used for one week.</td>
</tr>
</tbody>
</table>

If a child is absent or the provider is closed, letter codes are entered on the CDDIS attendance page in place of hours.
Entering Attendance Codes

- In this example, the child was on vacation from 4/24-4/30.

- The provider entered a “V” in the Attendance for the week.
Other Information on the Attendance Entry Page

Other information available on the Attendance Entry page includes:

- Parent name
- Child’s certificate
- Service period.
- Check box that can be used if the child is no longer enrolled.

A Print Attendance button allows you to download a spreadsheet with the data you have entered for your record-keeping.
Submitting Attendance

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

Notes:

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

1. After hitting **Submit**, a Summary Details page will appear.

2. Review the attendance information and the calculation of hours for accuracy.

3. Click the approval 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.
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 will need to hit the X for the notifications to go away.
Viewing a Submitted Attendance Report

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

- From the banner at the top of the page select the **My Account** tab.
- Select the program name
- Select the **Related** button
- Scroll to the bottom of the **Related** screen and find the Claims section
  - In this case, the claim (invoice) is being processed.
  - Clicking on the claim number will reveal details.
Viewing an Invoice

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

- From the Claims section, select the relevant Claim Number

- 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.
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, go to Attendance and then select Attendance Adjustment.

- Select the relevant Service Period and Account Name
1. After choosing the Attendance Adjustment button and selecting the appropriate dates and program, this screen appears.

2. You now need to click on the box next the child whose attendance you need to update.

3. Select the Next button
Edit the attendance sheet for this child.

1. We updated the hours for the week of 4/24-4/30. (Note that the child was sick on Friday.)

2. For the week of 5/1-5/7, 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.
As when you originally submitted attendance, you will receive a success notification and be asked to verify your submission. Click **Submit**.
Attendance Reports
Attendance Reports

1. Click on the Attendance Report tab to view a history of submitted attendance.

2. Select the service period, account and child.

3. Choose Print Attendance.

4. A list of attendance submissions associated with that child will display. They can be viewed or exported.
Thank you for viewing this training.

A PDF VERSION OF THIS TRAINING CAN BE FOUND ON THE CDD PROVIDER INFORMATION PAGE. HTTPS://DCF.VERMONT.GOV/CDD/PROVIDERS/CARE/CCFAP