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**State of Wisconsin
Governor Scott Walker**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators/Certifiers

FROM: Jim Bates, Bureau Director
Bureau of Child Care Administration
Division of Early Care and Education

DCF/DECE OPERATIONS MEMO					
No:	12-07				
DATE:	02/10/12				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>
W-2	<input type="checkbox"/>	FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
				EP	
PRIORITY: HIGH					

SUBJECT: Child Care Attendance Reporting for the Balance of State

CROSS REFERENCE: Child Care Provider Information (CCPI) system
Child Care Manual Ch. 3, Section 3.10.0 Payment Process
Operations Memo 10-32

EFFECTIVE DATE: February 5, 2012

PURPOSE

The purpose of this memo is to inform the county/tribal subsidy administrative agencies in the Balance of State (BOS) of changes in the attendance reporting policy, process, forms and the CCPI system.

BACKGROUND

The Department of Children and Families has enhanced the child care attendance reporting process and made improvements to the attendance screen in Child Care Provider Information (CCPI) system. We have done so for three reasons:

1. The Department would like to capture and analyze more detailed information about the hours of service that children with Wisconsin Shares authorizations are receiving.
2. Providers have asked whether our attendance tracking system could more closely mirror the sign in-sign out sheets that are currently used by many providers.
3. Understanding the begin and end times for children's attendance will greatly enhance the accountability and integrity of the Wisconsin Shares program.

NEW ATTENDANCE MODES

The new online attendance reporting module has the following three modes:

1. **Weekly Mode:** This is the current design for BOS. Providers/workers enter the total number of hours the child attended during a **week** in CCPI or on the paper Attendance Reporting Form (ARF).
2. **Daily Mode:** This new CCPI attendance mode mimics the current Attendance Report Form (ARF) and requires the provider/worker to enter exact **daily** hours and minutes similar to the paper ARF. CCPI adds the daily hours and minutes for a weekly total.
3. **In/Out Mode:** This new mode requires the provider/worker to enter the actual **arrival and departure times** for each child in subsidized care in CCPI or on the paper ARF.

The current standard, Weekly mode, allows the user to enter the hours **after** the attendance period has passed. This mode remains available and has not changed. The new Daily and In/Out modes allow the provider to enter attendance for **current** and previous dates. However, the payment cycles will not change. Payment will still be made for the previous 2-week attendance period. The 2012 attendance periods are published at <http://dcf.wisconsin.gov/childcare/wishares/pdf/2012attndperiods.pdf>.

TIME LINE AND ROLL-OUT

The Department piloted usage of the in/out mode in Milwaukee County in June 2010. The Department will roll-out the new functionality statewide in February 5, 2012.

SWITCHING THE ATTENDANCE MODES

With the statewide system roll-out, certain approved agency staff will be able to switch the attendance reporting mode for the providers in their county/tribe. Similar to retro authorization and retro attendance privileges, up to two individuals at each agency may have access to switch the attendance mode for providers.

To obtain access to the CCPI feature that allows the user to switch provider attendance reporting mode, local agency staff must complete the following:

1. Complete the three part CCPI Attendance Reporting Mode Demonstration course available in the Partner Training Section (PTS) Learning Center. (Approximately 45 minutes)
 - Login: <https://wss.ccdet.uwosh.edu/stc/dcf>
 - Select Training Catalog
 - Select Required Child Care Courses
 - Upon choosing the first module, you will be prompted to enter your logon ID
 - New User Access:
https://wss.ccdet.uwosh.edu/stc/dcf/PDFfiles/NWRegistration_Profile.pdf
2. Print the certificate upon completion of the three modules of the course.
3. Review the training guide available on the PTS Learning Center.
4. Email security request for access to 'Change CCPI Mode' to your DCF Regional Child Care Coordinator along with a scanned copy of the certificate of training completion. The certificate must be included to be granted the system privilege to change a provider's attendance reporting mode. A listing of Regional Coordinator contact information is located at: http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf.

5. Users will be notified by their Regional Child Care Coordinator when access is granted.

Additionally, all local agency staff whose job functions require knowledge of the new attendance reporting modes and procedures should complete the training available in PTS but are not required to submit security access request to the regional child care coordinator.

A similar version of the CCPI Attendance Reporting Mode Demonstration is available as a training tool for child care providers. This can be publicly accessed by providers through the DCF Child Care Provider Information webpage at: <http://dcf.wisconsin.gov/childcare/ccpi/default.htm>. A certificate of completion will validate the training was launched and viewed. As a supplement to the demonstration, a training guide geared toward providers is also available.

Instructions on how to switch the attendance modes are included in the CCPI user manual <http://dcf.wisconsin.gov/childcare/ccpi/manual.htm>.

It is the local agency's responsibility to notify the Regional Child Care Coordinator when individuals in their agency no longer need systems access.

POLICIES FOR CHANGING A PROVIDER'S MODE IN THE BOS

Changing a child care provider's attendance reporting mode is optional on the part of the local agency. In changing a provider's attendance mode, the local agency accepts the responsibility of all associated workload.

Child Care Manual Chapter 3 Section 3.10.1.1 will be revised to recommend that local administrative agencies outside of Milwaukee County change providers' attendance to the In/Out or Daily mode if they meet any of the following criteria:

- Providers/centers that have a history of caring for more than the allowable number of children (exceeding licensed/certified capacity).
- Providers/centers regularly listed on the 6+ (certified) or 12+ (licensed family) reports.
- Providers/centers with a history of or concerns of inaccurate attendance reporting.
- Providers/Centers that are licensed or certified to provide 16 or more hours of care per day of operation.
- Family providers who are both certified and licensed.
- Providers who have history of difficulty when summarizing and/or rounding the daily and weekly hours.
- Providers who have a history of inaccurate or disorganized daily attendance record-keeping.
- Providers that the agency believes need additional supervision in attendance reporting.

Due to the workload associated with increased data entry, agencies will need to carefully consider the decision to change a provider's mode. Lessons learned from the Milwaukee pilot indicate there may be as much as a five fold increase in attendance processing for every provider reporting in the In/Out mode.

Four reports are available in Web-I under the subsidy/providers folder to assist in deciding which providers' attendance reporting mode will be changed. Web-I login and report descriptions are available at: <http://dcf.wisconsin.gov/childcare/wishares/webreports.htm>.

The agency should document the decision to change a provider's attendance reporting mode in CSAW comments. A brief rationale, such as which report contributed to the decision, is sufficient.

It is important to keep in mind the attendance reporting mode is effective for all authorizations at a provider location, no matter the case county for each authorization. Some agencies may need to report attendance in the In/Out mode, even though they may not have changed the provider attendance reporting mode. For example, if ABC Child Care located in County A is changed to the In/Out mode and a child from County B is authorized to ABC Child Care in County A, attendance for that child will need to be entered by County B staff in the In/Out mode. (This assumes the provider reports by attendance report form.)

NOTICE OF MODE CHANGE

If a provider is changed to the In/Out or Daily mode, the effective date of the new attendance reporting mode must begin at the start of a new attendance period and a minimum of a two-week notice is required in writing. The written notice will be automatically sent to the provider from CCPI when the agency changes the provider’s attendance reporting mode. The notice will be generated on Saturdays and mailed on Mondays. Enclosed is a sample of the notice.

Note: The department provides links within the provider notice to the DCF website: <http://dcf.wisconsin.gov/childcare/ccpi/default.htm> , the online training also used for agency workers.

ATTENDANCE REPORT FORMS (ARF)

The Attendance Report Forms (ARF) are modified to include enhanced directions on the first page, an improved agreement on the second page and a new special use section at the end of the form. The report formats follow:

1. Weekly Mode:

Providers who are using the Weekly mode will continue receiving the current ARF type listing daily hours and weekly totals. See the picture below:

Child's Name								Worker	Primary Person's Name								Auth Hours Per Week	Special Use
03/17/2002 to 03/23/2002 Daily Hours of Attendance									03/24/2002 to 03/30/2002 Daily Hours of Attendance									
Su	Mo	Tu	We	Th	Fr	Sa	Week 1 Total	Su	Mo	Tu	We	Th	Fr	Sa	Week 2 Total			
KRUEGER, BRIANA								JX2501	KRUEGER, THERESA								08	
Regular	X	X	X	X	X	X	X											
School Closed	X	X	X	X	X	X	X											
GRIER, MARA								JX2501	KRUEGER, THERESA								22	
Regular	X	X	X	X	X	X	X											
School Closed	X	X	X	X	X	X	X											
GRIER, TREY								JX2501	KRUEGER, THERESA								29	
Regular	X	X	X	X	X	X	X											

2. Daily Mode:

Providers who are using the Daily mode will receive a new ARF type listing daily hours, but no weekly totals.

	Child's Name						Auth Hours Per Week	Worker	Primary Person's Name						Case Number
	09/06/2009 to 09/12/2009						35		09/13/2009 to 09/19/2009						2000884920
	Daily Hours of Attendance								Daily Hours of Attendance						
	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
Regular	FLOUNDER, MATHIAS						JX9216	FLOUNDER, DORIE							
School Closed															
Regular	SAYRE, ZACH						JX9216	SAYRE, SONIA						2000885322	
School Closed															
School Closed	PIKE, LIZETTE						JX9216	PIKE, SARI						5000884957	
School Closed															
Regular	DYLAN, BOBBIE						JX9216	DYLAN, JOHANNA						8000884887	
School Closed															

3. In/Out Mode:

Providers who are reporting in the In/Out mode will receive a new version of the ARF that allows the provider to record the arrival and departure times for each child. Providers must denote AM or PM on the ARF. See the picture below:

	Child's Name						Auth Hours Per Week	Worker	Primary Person's Name						Case Number
	09/06/2009 to 09/12/2009						10		09/13/2009 to 09/19/2009						0000227307
	Daily Hours of Attendance								Daily Hours of Attendance						
	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
In	WINSLET, CARA						JX9054	WINSLET, ELIZABETH							
Out															
In															
Out															
Sch Cls															

Note: For all children there are two rows for in and out times because there are situations when the child needs to be logged in and out twice per day such as before and after school.

Both the Daily and In/Out mode ARFs direct the provider to report School Closed hours by placing an "S" in the day where school closed hours are reported. Only hours in excess of regular hours that meet the criteria for school closed hours are eligible for billing (as noted on the ARF and 3.4.14 in the childcare manual). It is the responsibility of the agency to ensure the days billed as school closed meet the criteria for reimbursement.

Samples of each ARF are included as an attachment to this memo.

CCPI UPDATE PROVIDER ATTENDANCE ENTRY OPTION

To change a provider's attendance reporting mode, complete the following steps:

1. Select the “Attendance Entry Options” link in the left side navigation menu of the provider location page.

The screenshot shows a web browser window with the URL: https://acc.dwd.wisconsin.gov/DWSCP/Secure/ProviderUpdate/DailyAttendance/AttendanceEntryOptions.aspx?PROVIDER_NUM=3800036563&LCCA. The page title is "Child Care: Attendance Entry Options".

Location Information:

Location Location List Location Details Confirmation Option License/Certification CCPI User(s)	Randy's Group Care, Inc Location Randy's Day Camp #003 987 Side St Smalltown WI 12121 Contact Phone 656-565-6565	Provider Number 3800036563 Facility Number 1122356 Facility Name Randy's Day Camp Licensor Name Certifier Name
--	---	--

Attendance Entry Option Details:

Attendance Entry Option * [Dropdown Menu]
 Effective Begin Date * [Date Picker]
 [Add]

Attendance Entry Options Summary:
 No Current Attendance Entry Options Detail records were found.

2. Choose the appropriate attendance entry option from the drop down menu, enter an effective begin date and select 'Add'. The effective begin date must be at least two weeks in the future and start at the beginning of an attendance period.

CCPI ATTENDANCE ENTRY PROCESS

The online attendance entry for providers who are in the Weekly mode has not changed. The providers (and workers) who enter attendance in the **Daily** or **In/Out** Modes must complete some extra steps. The process is explained below:

1. Enter attendance.

Access the attendance screen by clicking the Enter Attendance link in the left-side navigation menu. The current week will display. Below is a screen print of the **Daily** Mode (the In/Out mode has additional data entry fields):

Child Care: Enter Daily Attended Hours

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | CCPC

Randy's Group Care, Inc
 Location Randy's Sa Care #002
 444 School Age Rd
 Milwaukee WI 54445
 Contact Phone 454-545-5454

Provider Number 3800036563
 Facility Id 1122334
 Facility Name Randy's Group Care, Inc
 Licensor Id 0000002
 Licensor Name Linnea Dorau

Search
 Attendance Week: 3/14/2010
 Sort by: Case Number, PIN
 Authorization Worker ID (Optional):
 Search >

Click Here to go to location details page without saving attendance information.

Attendance Week 03/14/2010 To 03/20/2010												
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/14	Mon 03/15	Tue 03/16	Wed 03/17	Thu 03/18	Fri 03/19	Sat 03/20	Total Hrs
Attendance, Adam	Attendance, Daily	4700482249	Attendance	10		02:00	00:00	02:00	02:00	02:00		008:00
Beach, Sam	Beach, Sandy	8700483281	Attendance	15		1:30	1:30	3:00	10:00	10:00		000:00
Beach, Simon	Beach, Sandy	8700483281	Enrollment	45		09:00	06:00	06:00	10:00	22:00		055:00

2. "To Do List" page:

Next, click on the "To Do List" in the navigation menu on the left side of the screen. Since the providers reporting in Daily and In/out mode can enter attendance for the current date, the system needs to know when a week's attendance is complete so payment can be processed. The "To Do List" page displays Attendance Completed and Attendance Agreement Accepted (for providers only) links for each week of attendance that has been entered. If "no" is displayed in the Attendance Completed column, it means that there is incomplete attendance for the attendance weeks. **No payments will be issued until the attendance has been marked complete.** See the screen print below:

Child Care: Provider Attendance To Do List

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | CCPC

Randy's Group Care, Inc
 Location Randy's Sa Care #002
 444 School Age Rd
 Milwaukee WI 54445
 Contact Phone 454-545-5454

Provider Number 3800036563
 Facility Id 1122334
 Facility Name Randy's Group Care, Inc
 Licensor Id 0000002
 Licensor Name Linnea Dorau

Provider Attendance To Do List

Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted
03/14/2010	Yes	No
04/04/2010	No	N/A

Click on the “No” to access the Complete Attendance page.

3. Complete Attendance

Before the payment can go out, the provider/user must tell the system when the attendance is complete and ready for processing. The system brings the attendance information from the Attendance Entry page and summarizes the weekly totals.

Child Care: Complete Daily Attendance Entries

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | CCPC

Randy's Group Care, Inc
 Location Randy's Sa Care #002
 444 School Age Rd
 Milwaukee WI 53445
 Contact Phone 454-545-5454

Provider Number 3800036563
 Facility Id 1122334
 Facility Name Randy's Group Care, Inc
 Licensor Id 0000002
 Licensor Name Linnea Dorau

Search
 Attendance Period Date 3/14/2010 Sort by Case Number, PIN Authorization Worker ID (Optional) All Incomplete Complete

Check here to complete all entries on this screen for which you have access.
[Click Here](#) to go to location details page without saving attendance information.

Attendance for the Week 03/14/2010 to 03/20/2010														
Complete	Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/14	Mon 03/15	Tue 03/16	Wed 03/17	Thu 03/18	Fri 03/19	Sat 03/20	Reg Hrs	Sch Hrs
<input checked="" type="checkbox"/>	Attendance, Adam	Attendance, Daily	4700482249	A	10		09:30	00:00	02:00	02:00	02:00		10	6
<input checked="" type="checkbox"/>	Beach, Sam	Beach, Sandy	8700483281	A	15		01:30	01:30	03:00	10:00	10:00		26	N/A
<input checked="" type="checkbox"/>	Beach, Simon	Beach, Sandy	8700483281	E	45		09:00	08:00	06:00	10:00	22:00		55	N/A

- The system automatically totals the daily hours.
- If the child is a school age child, the school closed hours are entered on this page. Enter the total authorized weekly hours into the 'Reg Hrs' field and the remainder that qualify into the 'Sch Hrs'.
- Once the hours are complete, click the Complete check box next to the child's name.

NOTE: If the provider or agency staff makes modifications to the already completed attendance, the individual must again access the “To Do List” page, complete it, accept agreement and confirm by a worker (if applicable) for the weeks where attendance was modified.

4. Attendance Agreement (Providers Only)

After the provider has entered attendance for the entire week, s/he must access the Attendance Completed page and mark the attendance complete (after steps 1 - 3 above). Then click the Attendance Agreement Accepted link from the “To Do List” page. On the Attendance Agreement page the provider must click on the check box below the text in the scroll field to certify that the entered attendance is accurate (the same text as on the paper ARF). The attendance entry process for providers is explained in the CCPI user manual in detail. **NOTE:** The workers cannot access this page.

NOTE: If the provider makes modifications to the already completed attendance, the provider must again complete the steps above.

Child Care: Provider Daily Attendance Entry Agreement

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin

Randy's Group Care, Inc
 Location Randy's Sa Care #002
 444 School Age Rd
 Milwaukee WI 53445
 Contact Phone 454-545-5454

Provider Number 3800036563
 Facility Id 1122334
 Facility Name Randy's Group Care, Inc
 Licensor Id 0000002
 Licensor Name Linnea Dorau

Search
 Attendance Week 3/14/2010 Sort by Case Number, PIN Authorization Worker ID (Optional) Search >

[Click Here](#) to go to location details page without saving attendance agreement information.

Attendance Week 03/14/2010 thru 03/20/2010

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/14	Mon 03/15	Tue 03/16	Wed 03/17	Thu 03/18	Fri 03/19	Sat 03/20	Reg Hrs	SCH Hrs
Attendance, Adam	Attendance, Daily	4700482249	Attendance	10	00:00	09:30	00:00	02:00	02:00	02:00	09:00	25	00

I Understand That I Must Enter The Actual Hours Of Attendance For Each Child In Care On Each Child Care Attendance Report Form, Even If The Authorization Is Based On Enrollment.
 I Understand That I Must Notify The Local Child Care Agency If I Become Aware That A Child Is No Longer Attending The Child Care Center/Home. I Can Notify The Local Agency By Phone, In Writing Or By Entering A "T" In The Special Use Box On The Child Care Attendance Report.

By clicking this Check box you certify that all of the reported information is complete and accurate to the best of your knowledge

Submit

Daily and In/Out Mode only: After entering attendance, the provider must first mark the attendance completed on Attendance Completed page. Then access this page to certify that the attendance is accurate by clicking in the check box. Then click Submit.

ATTENDANCE CONFIRMATION

For counties/tribes that are Non-Confirmation agencies, the functionality has not changed. Below are the changes for agencies that confirm the attendance before the payment is issued:

Weekly Mode:

There is no change from current design.

Daily and In/Out Modes:

After the provider has completed attendance for an attendance period as described under "CCPI Attendance entry process" above, the provider will appear on the "Attendance to be Confirmed" report in CCPI. To confirm the attendance, click on the "Biweekly Summary" link in the left-side navigation menu. Then click on the Confirm Attendance check boxes on the right. NOTE: The new system allows providers to enter attendance as of today's date; however, the attendance cannot be confirmed until the attendance period has ended.

Child Care: Provider Attendance Current Date: 4/5/2010 [Logout](#)

[Change SPA Settings](#)

[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [CCPC](#)

Accredited Child Care Provider Number 8800036548
 Location Accredited Child Care #001
 999 Quality Lane
 Anytown WI 53713

Search Authorization Worker ID (Optional) [Search >](#)

Attendance Period Date: 3/27/2010 Sort by: Case Number, PIN

Check here to confirm all entries on this screen for which you have confirmation authority
[Click Here](#) to go to location details page without saving attendance information.

Attendance for the Period 03/21/2010 to 04/03/2010															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf WK1 Attd	Conf WK2 Attd
March, Mandy	March, Mary	1700483315	E	45	XCTD50	36	N/A	<input type="text"/>	18	N/A	<input type="text"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Term Auth: R - Termination Requested
 T - Authorization Terminated

Authorization Type: A - Attendance
 E - Enrollment

NR - Confirmation not required
 N/A = Not Applicable

[Submit](#)

Provider Overrides and Confirmations are done on the Biweekly Summary page for providers who report in the Daily and In/Out modes.

For changes associated with provider level confirmation, please refer to Operations Memo 12-08.

OVERRIDES

The override functionality has not changed for the providers reporting in the Weekly mode.

The override functionality is now on the 'Biweekly Summary' page for those who report on Daily and In/Out mode (see the screen print above under 'Attendance Confirmation'). After completing attendance for the provider (or the provider has submitted the attendance online) as described under "CCPI attendance entry process" above, the worker must access the attendance period on the Biweekly Summary page. This page allows the worker to override the attendance.

ZERO-HOUR ATTENDANCE

If the child does not attend during a week, the providers reporting in Daily and Weekly modes enter zeroes in the system. If the provider reports in In/Out mode, no arrival and departure times can be recorded because they do not exist. In these situations, the provider/worker must click on the 'Absent' check box above the 'in/out' fields for the days that the child was scheduled to be in care but did not attend. See screen print below:

Child Care: Provider Daily Check-In/Out Time

Accredited Child Care
 Location Accredited Child Care #001
 999 Quality Lane
 Anytown WI 53713

Provider Number 8800036548

Attendance Week: 3/28/2010 | Sort by: Case Number, PIN | Authorization Worker ID (Optional)

	Sunday (03/28)	Monday (03/29)	Tuesday (03/30)	Wednesday (03/31)	Thursday (04/01)	Friday (04/02)	Saturday (04/03)
Child's Name:	March, Mandy		PP Name: March, Mary	Case # 1700483315	Auth Type: Enrollment	Auth Hours: 45	
Absent	<input type="checkbox"/>						
In							
Out							
	6:00 AM - 3:00 PM	6:00 AM - 3:00 PM					

Submit

If the child did not attend on a scheduled day, click the 'absent' check boxes.

After hitting 'submit', the selected absent day(s) will show as '12:00AM - 12:00AM'.

NOTE: The functionality for approved absence has not changed. If the child is absent due to a valid reason (illness, temporary layoff, etc) and the worker has approved the absence, the subsidy will pay the 0-hour attendance if the authorization is on enrollment basis.

ROUNDING

The system now automatically calculates the daily totals for providers reporting in In/out mode and also calculates the weekly totals for those who report on Daily mode.

Weekly Mode:

The current rounding policy is in place for these providers as described in the Child Care Manual, Chapter 3, 3.10.2. The current rules require the provider to round the daily hours to the nearest full or half-hour and after tallying the daily hours into a weekly total, the provider rounds up to the nearest full hour. Section 3.10.2 will be expanded to include the following rounding policies for the Daily and In/Out modes.

Daily Mode:

The provider enters/reports attendance by listing actual hours and minutes the child attends each day. The system will total the daily hours and minutes into a weekly total. If there are 1-15 minutes left over in the weekly total, the system will round it down to the closest full hour. If there are more than 15 minutes left over, the system will round it up to the closest full hour. On the paper ARF, it is not necessary for the provider to enter the weekly totals as the system will do so on their behalf. When the provider reports "S" for school closed hours on the attendance report form, the agency should verify the hours requested and enter the appropriate amount into the 'to do' list in CCPI.

In/Out Mode:

When the provider reports arrival and departure times, the system will calculate the daily hours in exact hours and minutes. When summarizing the daily hours into a weekly total, the system rounds up any minutes above 15 into the next full hour. The rounded weekly total is displayed in the "To Do List". When the provider reports "S" for school closed hours on the attendance report form, the agency should verify the hours requested and enter the appropriate amount into the 'to do' list in CCPI.

SUPRESSING PAPER ARFS:

When communicating with providers who report their attendance online, please help reduce printing and mailing costs by asking providers to opt out of receiving the paper Attendance Report Forms in the mail. The provider can do this in CCPI by clicking "Request Paperless Attendance" link in the left-side navigation menu. If the provider would need a copy of the ARF, the paper attendance forms can be down-loaded using the CCPI site by clicking the 'Print Attendance Report Form' link in the left-side navigation menu and printed locally. This is especially important for providers reporting in In/Out mode because the ARFs are now lengthier due to added rows. When the ARF envelope has more than 10 pages (5 sheets), the envelopes must be stuffed manually making it very labor-intensive and expensive.

CCPI USER GUIDE

The CCPI user guide now includes detailed instructions on the new screens and the attendance entry process. The CCPI user manual is located at <http://dcf.wisconsin.gov/childcare/ccpi/manual.htm>

CONTACT

Questions on the new attendance functionality should be sent to childcare@wisconsin.gov

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DCF/DECE/BCCA/KAK