



New York State

Office of
Children & Family
Services

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New York State
Office for Children and Family Services

Child Care Time and Attendance System

KinderConnect User Guide for Phase III A

Version 2.0

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New York State Office of Children and Family Services (OCFS)

Child Care Time and Attendance Project

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Revision History

Name	Date	Reason for Changes	Version
Rob Hops	05/06/2013	Initial draft	1.0
Rob Hops	05/14/2013	Updated based on OCFS feedback	2.0



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0 **KinderConnect Phase III Enhancements**

1.1 **Purpose**

This Software Design Document (SDD) describes Phase III changes and enhancements to the version of KinderConnect deployed for the State of New York, Office of Children and Family Services, Child Care Time and Attendance system. Items in this document address changes in functionality, screens or new items. For a complete list of items in the release, please also review the Release Notes.

1.2 **Module Scope**

This SDD describes the functionality of changes and enhancements identified by the State and end user community to KinderConnect, including screen mockups and a description of how the affected portions of the system are used.

1.3 **Intended Audience**

The intended audience of this document is the State's core team members, all District project managers, and users of the KinderConnect system.

1.4 **Standard Conventions**

This document uses male pronouns, such as "he" and "him," for gender non-specific references to improve readability by avoiding "he/she" and "his/her" combinations.

Verbs appear in simple, present tense, except where future or past tense is needed to explain an operation.

1.5 **References**

1.6.1	<i>Proposal for CCTA Services – Phase III – Rev E., October 24, 2012</i>
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1.6 Pages and Displays

1.6.1 Home Screen

The **Home** screen is an existing page in KinderConnect that is displayed to users when they first log onto the system. This screen has been updated to include formatting tags for messages as well as a region specific message.

Screen Mockup



Page Description

The following changes have been made to this screen:

A new **District Message** has been added under the current system wide message. This allows district personnel to enter a message that will be displayed only to providers in that district. If a provider is assigned to more than one district, messages for all districts the provider serves will be displayed in this section.

The ability to display bold text, red text, and clickable hyperlinks has been added. See section 1.6.4 for details on entering and formatting text in this area.



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1.6.2 Enter Attendance Screen

The **Enter Attendance** screen is an existing page in KinderConnect that providers and their staff use to enter attendance for children receiving care. This screen has been updated with some new fields and usability enhancements (described below).

This screen appears under the **Attendance** activity and access to it is controlled using the role based security built into KinderConnect.

Screen Mockup

Child Name	Monday 2/18	Tuesday 2/19	Wednesday 2/20	Thursday 2/21	Friday 2/22	Saturday 2/23	Sunday 2/24
DeWitt, Samantha Date of Birth: 6/6/2004 Case Number: 5593 Total Hours: 67:00 Hours Attended: 58:46 Hours Absent: 08:15	In: 08:00 am Out: 04:55 pm Daily Hours: 8:55 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 07:55 am Out: 05:00 pm Daily Hours: 9:05 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 08:00 am Out: 04:15 pm Daily Hours: 8:15 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 08:00 am Out: 12:00 pm Daily Hours: 4:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 05:00 am Out: 06:30 pm Daily Hours: 13:30 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 01:00 am Out: 11:00 pm Daily Hours: 22:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 08:00 am Out: 09:15 am Daily Hours: 1:15 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]
DeWitt, Willie Date of Birth: 1/9/2003 Case Number: 5592 Total Hours: 16:15 Hours Attended: 16:15 Hours Absent: 00:00	In: 07:00 am Out: 03:00 pm Daily Hours: 8:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 07:15 am Out: [] Daily Hours: 0:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: 07:15 am Out: 03:30 pm Daily Hours: 8:15 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: [] Out: [] Daily Hours: 0:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: [] Out: [] Daily Hours: 0:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: [] Out: [] Daily Hours: 0:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]	In: [] Out: [] Daily Hours: 0:00 Absent: [dropdown] Sched: [dropdown] Full Cost: [dropdown] Note: [dropdown] History: [dropdown]

Page Description

The following changes have been made to this screen:

- The **Case Number** has been added under the child's date of birth label.
- Weekly totals for **Hours Attended** and **Hours Absent** have been added under the weekly **Total Hours** label.
- A **Daily Hours** label has been added under the time in and out cells that contain the total time, HH:MM, attended for each day.
- The shade of yellow used as the background color to highlight missing time in and outs has been brightened to stand out more.
- The header row in the attendance grid is now locked in place so it does not move off the page when the page is scrolled.



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1.6.3 Submit Attendance Screen

The **Submit Attendance** screen is an existing page in KinderConnect that is used to submit attendance data to the CCTA system for payment and to recall attendance for further editing. This screen has been updated to split the attendance submit and recall attendance functionality into separate popup screens. This will reduce confusion among users and not require acknowledging the submit disclaimer language when recalling attendance.

This screen appears under the **Attendance** activity and access to it is controlled using the role based security built into KinderConnect.

Screen Mockup

KinderConnect
Submit Attendance
Robert J McNall | [Logout](#)

Language/Idioma
English

Quick Links

[Home](#)

Operators

[Search](#)

[Detail](#)

My Documents

[Documents](#)

[Reports](#)

[Print Queue](#)

Attendance

[Enter](#)

[Submit](#)

[Exceptions](#)

Providers

[Payments](#)

[Messages](#)

[Rates](#)

[Cases](#)

Children

[Search](#)

[Detail](#)

Sponsors

[Search](#)

[Detail](#)

[Account](#)

Provider:

Region:

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	12/1/2012	12/31/2012	Albany	5	0	Exceptions
Submit	Recall	Note	11/1/2012	11/30/2012	Albany	5	0	Exceptions
Submit	Recall	Note	10/1/2012	10/31/2012	Albany	5	0	Exceptions
Submit	Recall	Note	9/1/2012	9/30/2012	Albany	5	0	Exceptions
Submit	Recall	Note	8/1/2012	8/31/2012	Albany	6	0	Exceptions
Submit	Recall	Note	7/1/2012	7/31/2012	Albany	6	0	Exceptions
Submit	Recall	Note	6/1/2012	6/30/2012	Albany	6	0	Exceptions
Submit	Recall	Note	5/1/2012	5/31/2012	Albany	6	1	Exceptions
Submit	Recall	Note	4/1/2012	4/30/2012	Albany	5	2	Exceptions
Submit	Recall	Note	3/1/2012	3/31/2012	Albany	7	0	Exceptions
Submit	Recall	Note	2/1/2012	2/29/2012	Albany	6	0	Exceptions
Submit	Recall	Note	1/1/2012	1/31/2012	Albany	3	3	Exceptions
Submit	Recall	Note	12/30/2011	1/26/2012	Albany	1	0	Exceptions
Submit	Recall	Note	12/2/2011	12/29/2011	Albany	1	0	Exceptions
Submit	Recall	Note	12/1/2011	12/31/2011	Albany	5	0	Exceptions
Submit	Recall	Note	11/4/2011	12/1/2011	Albany	3	0	Exceptions
Submit	Recall	Note	11/1/2011	11/30/2011	Albany	5	0	Exceptions
Submit	Recall	Note	10/7/2011	11/3/2011	Albany	3	0	Exceptions
Submit	Recall	Note	10/1/2011	10/31/2011	Albany	5	0	Exceptions
Submit	Recall	Note	9/9/2011	10/6/2011	Albany	3	0	Exceptions

Page Description

The following changes have been made to this screen:

The popup screen displayed when clicking the **Submit** link button has been modified to contain only attendance that can potentially be submitted. The recall functionality has been removed from this popup into a separate popup that is described below. When this link button is clicked, the Submit popup screen is displayed as follows:



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Submit: Attendance Cycle (Albany): 4/1/2012 - 4/30/2012

Attendance Not Yet Submitted: ▼

<input checked="" type="checkbox"/> Submit	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/> Submit	Earl3007, Abe	28:00	1	Ready			Attendance
<input type="checkbox"/> Submit	Jones, James	289:45	2	Ready			Attendance
	Lance, Bernard		0	Incomplete			Attendance
	Marting, Billy		0	Incomplete			Attendance
	Sorensen, Jon		0	Incomplete			Attendance

A dropdown list box has been added to the top of the screen next to the page label that is used to filter the children displayed in the grid and contains the following items:

- **Show All** is used to display all children with un-submitted attendance in the selected billing cycle
- **Show Incomplete** is used to display only those children whose attendance is incomplete and not ready to submit
- **Show Ready** is used to display only those children whose attendance is complete and ready to submit

The **Status** column will now display the incomplete attendance label in red text.

The checkbox in the **Submit** column header that is used to check or uncheck all checkboxes in the grid cannot be checked if there are no checkboxes displayed on the screen (meaning there is no attendance available to submit in the selected billing cycle).

A **Recall** column containing a link button has been added to the billing cycle list on the main **Submit Attendance** screen. When this link button is clicked, the **Recall** attendance popup screen is displayed as follows:



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Recall: Attendance Cycle (Albany): 4/1/2012 - 4/30/2012

Attendance Previously Submitted:

<input checked="" type="checkbox"/> Recall	Child Name	Hours	Absences	Status	Submitted By	Submitted On	Attendance
<input type="checkbox"/> Recall	Brady, Cindy	16:00	1	Submitted	Gordon, Adam	07/11/2012	Attendance
<input type="checkbox"/> Recall	Hill, Porter	18:00	1	Submitted	McNall, Robert	02/20/2013	Attendance

Save

Cancel

The following changes have been to the **Recall** functionality that has been moved into its own popup screen:

The checkbox in the **Recall** column header that is used to check or uncheck all checkboxes in the grid cannot be checked if there are no checkboxes displayed on the screen (meaning there is no attendance available to recall in the selected billing cycle).

When clicking the **Save** button to recall attendance, the user is no longer required to acknowledge the attendance submittal disclaimer.



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1.6.4 Region Settings Screen – DISTRICTS ONLY

The **Region Settings** screen is a new page in KinderConnect that is used to configure regional settings used by the application. The screen initially has a single region setting for the regional message to display on the home screen for a given district.

This screen appears under the Admin activity and access to it is controlled using the role based security built into KinderConnect.

Screen Mockup

The screenshot shows the 'Region Settings' page in KinderConnect. The top navigation bar includes the KinderConnect logo, the page title 'Region Settings', the user name 'Joe J Jones', a 'Logout' link, and a language dropdown set to 'English'. Below the navigation bar, there is a 'Region' dropdown menu currently set to 'Albany'. Underneath the dropdown are 'Save' and 'Cancel' buttons. A large text area labeled 'Region Message' contains the text 'This is the message for region Albany!!!'. On the left side, there is a 'Quick Links' menu with various categories and sub-links.

The **Region** dropdown at the top of the page is used to select the region to work on. When a region is selected, the current values for the selected region are loaded on the screen.

Note: If the current user in the system is logged in as a System Administrator, all regions will be displayed in the dropdown. If the user is logged in with a security level less than that, only the region the user is assigned to will appear in the dropdown.

The following formatting tags have been added to both the system wide and region messages:

To embed a link in the text, wrap it in the following tags:

`/LinkStart http://www.somelink.com /LinkEnd`

The url must contain an http or https in front of it or the link tag will not work.



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To make text bold, wrap it in the following tags:

`/BoldStart` This text is bold `/BoldEnd`

To make text appear in the color red, wrap it in the following tags:

`/RedTextStart` This text is red `/RedTextEnd`