



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**

**Phase IV Attendance Scanning User Guide**

**Version 1.0**

**February 2, 2015**



# 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	02/02/2015	Initial draft	1.0

### 1 Introduction

This User Guide describes Phase IV changes and updates to the version of KinderTrack deployed for the State of New York, Office of Children and Family Services, Child Care Time and Attendance system needed to support the Attendance Sheet Scanning Pilot.

**PLEASE NOTE:** At this time, there is only one district participating in a pilot. This document details changes needed to various admin screens to setup the system and districts for attendance sheet scanning. It also documents changes to various user screens where functionality has changed. There has been no decision made as to when or if this functionality will be expanded to other districts.



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### 2 KinderTrack Changes - Admin Screens

**NOTE:** The changes to the Administration pages for enabling timesheet scanning are for reference only. Districts should not enable these settings at this time.

#### 2.1 Administration Site Settings Page

The **Site Settings** page is an existing page in KinderTrack that is used to configure site wide parameters for the system. Settings on this page are typically done at the State/System Administrator level.

The **Enable Attendance Scanning** check box has been added to enable the Attendance Sheet Scanning functionality globally in the system. The **Scanned Image URL** is used to define the URL for the secure FTP site where images will be uploaded. **The Scanned Image Retrieval Frequency** field (default: 60) is used to indicate how often the Scan Center software automatically attempts to retrieve new scanned images from an FTP site for transfer to the Scan Center server. A value of zero (0) results in never retrieving. The Scanned Image Retention Period field (default: 0) is used to indicate the age of a scanned image before it is archived.

1. If the retention value is 0, attendance images are retained forever and never archived.
2. If the retention value is a positive value, attendance images are archived and removed from on-line access when the payment cycle date occurred more than the specified months ago, e.g. if the retention value is 1 and the payment is for March 2014, the files and images are archived on May 1, 2014.

#### Screen Mockup

Enable Attendance Scanning:	<input checked="" type="checkbox"/>
*Scanned Image URL:	<input type="text" value="ftp://ftp.controltec.com"/>
*Scanned Image Retrieval Frequency:	<input type="text" value="0"/> minutes
*Scanned Image Retention Period:	<input type="text" value="0"/> months



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#### 2.2 Admin District Settings

The **District Setting** page is an existing page in KinderTrack that is used by local district administrators to configure various district specific settings. In order to configure a district to use scan sheets, the following new settings have been added:

**Enable Attendance Scanning** (default: *unset*). Enables attendance sheet scanning functionality for the District. If **Enable Attendance Scanning** is *unset*, the scanning options are inactivated.

**Reject if Missing Signature** (default: *set*). The system will reject attendance when a scan sheet is missing a Parent or Provider signature.

**Reject if Suspect Attendance** (default: *unset*) The system will reject attendance when time-pairs are suspect or when a time-pair is only partially populated.

#### Screen Mockup

Certificate Disclaimer:

Enable Attendance Scanning:

Reject if Missing Signature:

Reject if Suspect Attendance:

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### 3 KinderTrack Changes

#### 3.1 Provider Screen

The **Provider** screen is an existing page in KinderTrack that is used to collect demographic information about a provider. The screen has been modified and the **Web Submittal** field has been changed to **Attendance Submittal**.

Previously, in order to setup a provider for Web Submittal, the user would select Web Submittal = Yes. Now, the user will select **Attendance Submittal = Web Submittal**.

When adding a new provider, the field default is blank, and the user must select either Timesheet or Web Submittal. This is the same logic that was previously used. For the release, all providers currently in the system will have this field set to Timesheet or Web Submittal based on their current Web Submittal setting.

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

#### Screen Mockup

The mockup shows the following fields and controls:

- Mail State:
- Mail Zip Code:  Ext.:
- Languages: [Select >>](#)
- Flags: [Select >>](#)
- \*Attendance Submittal:  (dropdown menu with options: Timesheet, Web Submittal)
- Fax:
- Notes:
- \*CCFSID:  [Search >>](#)



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#### 3.2 Provider Search

The Provider Search screen has been modified to use the new **Attendance Submittal** field as search criteria.

#### Screen Mockup

The following example shows what clicking on the Select >> link for **Attendance Submittal** will look like. The functionality does not change; selecting neither option returns both Timesheet and Web Submittal providers.

The screenshot shows a web form for provider search. The form includes fields for Phone, Care Address 1, City, State, Zip Code, and Ext. There are also links for Languages (Select >>), Missing Documentation (checkbox), Attendance Submittal (Select >>), and a District dropdown menu (Westchester). A Multi-Selector dialog box is open, titled "Multi-Selector -- Webpage Dialog". The dialog box contains a URL bar with "https://staging.ccta-newyork.com/Prod/LDSS/BaseWebPages," and a list of options: "Timesheet" and "Web Submittal". There are "check-all" and "clear-all" links above the list. The dialog box has "OK" and "Cancel" buttons at the bottom.

[Avery 5161 Labels](#) [Avery 5162 Labels](#)



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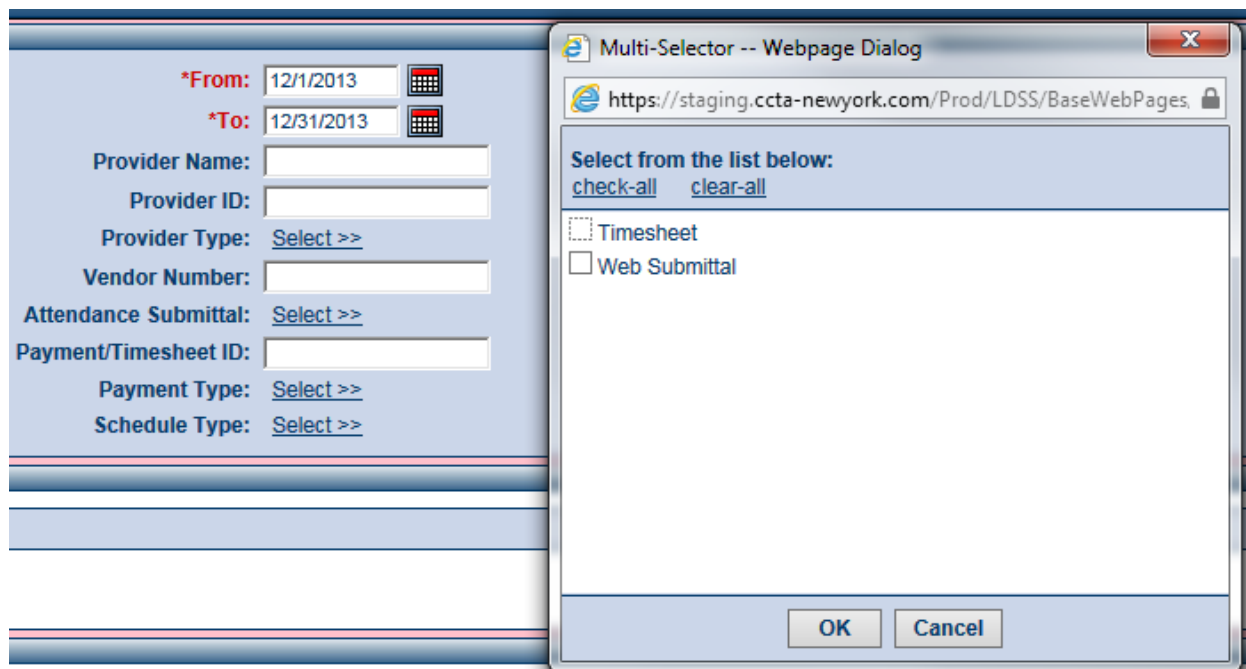
## Child Care Time and Attendance Project

### 3.3 Payment Search

The **Payment Search** screen has been modified to use the new **Attendance Submittal** field as search criteria.

#### Screen Mockup

The following example shows what clicking on the **Select >>** link for **Attendance Submittal** will look like. The functionality does not change; selecting neither option returns both Timesheet and Web Submittal providers.







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#### 3.4 Reports Print Queue Search

The **Print Queue Search** screen has been modified to use the new **Attendance Submittal** field as search criteria.

##### Screen Mockup

The following example shows what clicking on the Select >> link for **Attendance Submittal** will look like. The functionality does not change. By default, or after clicking on the Clear button, the field defaults to Timesheet.

The screenshot shows a web application interface for searching reports. On the left, there are several search criteria fields: 'From:' and 'To:' with calendar icons; 'Provider Name:' with a 'Select >>' link; 'Provider ID:'; 'Provider Type:' with a 'Select >>' link; 'Vendor Number:'; 'Attendance Submittal:' with 'Timesheet' selected and a 'Select >>' link; and 'Document ID:'. Below these fields are links for 'ery 5161 Labels', 'Avery 5162 Labels', 'tice Recertification', and 'Notice Recertification Spanish'. On the right, a 'Multi-Selector -- Webpage Dialog' is open, displaying a list of options: 'Timesheet' (checked) and 'Web Submittal' (unchecked). The dialog also includes 'check-all' and 'clear-all' links and 'OK' and 'Cancel' buttons.

#### 3.5 Payment Page

The **Details** section of the **Payment** screen has been modified and a new label **Submittal** has been added.

##### Screen Mockup

The following example shows the new label. Once a payment is created, those that are received via Web Submittal will show **Web Submittal** in this field. For those where the attendance is entered from a paper attendance sheet, once a payment is calculated and saved **Timesheet** will show in this field.

The screenshot shows a section titled 'Payment Characteristics' with the following text: 'Schedule Type: Fixed; Absolute' and 'Family Fee(s): \$96.50 as of 10/01/2014'. Below this, the 'Submittal:' field is highlighted.