

# Child Care Time and Attendance (CCTA): Web Submittal for Providers

## Quick Reference Card 1 (of 3)

### CCTA Introduction

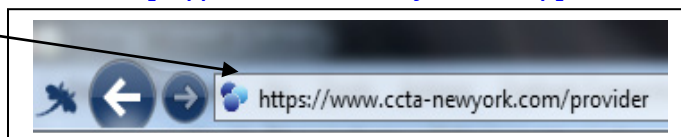
CCTA is web based application used by the New York State (NYS) Office of Children and Family Services (OCFS). This system helps assure that subsidy payments are correct and on time. It also assures that eligibility and time and attendance are correct. Finally, it will calculate and approve child care payments. You will be using a part of the system called: CCTA - Web Submittal. It will allow you to electronically send attendance to your local Department of Social Services over the internet.. This card will show you how to: Register, log in, and Enter Attendance.

### Registration

Prior to registering for CCTA – Web Submittal, be sure you have your **Verification Code** and **CCFIS ID**. If you do not have either one of those, you must contact your Local District Social Services office and request a verification code that will be used during the registration process.

To access CCTA – Web Submittal, use the following Internet address: <https://www.ccta-newyork.com/provider>.

- 1 Open your Internet browser (Internet Explorer, Chrome, etc.) and type the URL, noted above, in the **Address** bar. Then, press the **Enter** key. The CCTA - Web Submittal **Logon** page will appear on your screen.



- 2 Click the link: "[Click here if you do not have an account](#)". The **User Registration** page is on your screen.

Fill in the required fields and click **Validate User**:

A screenshot of the "User Registration" page. At the top, it says "Welcome to New York CCTA Web Submittal" and "Version 2.0.11.1". Below that, it says "Type in your user name and password and click the Logon button." There are input fields for "User Name:" and "Password:". A blue "Logon" button is at the bottom. A link "Click here if you do not have an account" is circled in red. Below the "Logon" button, there are two more links: "Click here if you do not have an account" and "Click here if you forgot your password".

Enter a **username** and **password**, then select a **secret question** and enter your **secret answer**. Click **Create Account**. You will need to enter the password twice to verify. *NOTE: Write this information down and store it in a safe place. You will need this each time you access CCTA – Web Submittal.*

A screenshot of the "User Registration" page. It says "User Registration" and "Passwords must be at least 7 characters in length and contain at least 1 digit(s)". Below that, it says "Account Information" and "Required fields are marked with \*". There are input fields for "User Name:", "Password:", "Verify Password:", "Secret Question:" (with a dropdown menu), and "Secret Answer:". A blue "Create Account" button is at the bottom.

### Log on to CCTA – Web Submittal

To access CCTA – Web Submittal, use the following Internet address: <https://www.ccta-newyork.com/provider>.

- 1 Open your Internet browser (Internet Explorer, Firefox, etc.) and type the URL, noted above, in the **Address** bar. Then, press the **Enter** key. The CCTA - Web Submittal **Logon** page will appear on your screen.



- 2 Enter your **User Name** and **Password** and then click the **Logon** button. The CCTA - Web Submittal **Home** page will appear on your screen.

A screenshot of the "CCTA Provider Web Submittal" page. It says "Welcome to CCTA Provider Web Submittal" and "Version 2.0.3". Below that, it says "Type in your user name and password and click the Logon button." There are input fields for "User Name:" and "Password:". A blue "Logon" button is at the bottom.

## Record Attendance and Absence

1 In the menu on the left, under **Attendance**, click **Enter**. The **Enter Attendance** page will appear on your screen.

2 Complete the **Enter Attendance** page.

- Enter the child's check in and check out times in the **In** and **Out** fields.
- Select **Absent**, **Holiday**, **Program Closure**, or **Sick** from the **Absent** drop-down list to show an absence then enter the child's **normally scheduled hours** for that absence.  
**Note:** **Absent** should only be selected when **Holiday**, **Program Closure**, and **Sick** do not apply.

- Click **Note** to add a note to the day's attendance, if necessary. Examples include notes about medical appointments, traffic problems, etc.

3 Click the **Save** button at the top of the page to save the attendance information.  
**Note:** To view attendance for previous weeks, click the **Back** arrow button located to the right of the **Calendar** icon. To advance a week, click the **Forward** arrow button located to the far right of the page.

Quick Links  
Home  
Operators  
Search  
Detail  
My Documents  
Reports  
Attendance  
Enter  
Submit  
Exceptions  
Providers  
Search  
Detail  
Payments  
Messages  
Rates  
Passes

Welcome to  
CCTA Provider Web Submittal  
Thursday, June 13, 2013  
Version 2.0.13.14  
© 2010 Controltec, Inc. All Rights Reserved  
Make sure to check this section for messages!

**Enter Attendance** Jody Simmons  
Language/Idi

Provider: Simmons, Jody (Ontario) | Display: All Children

Save Cancel

6/13/2013 Children Displayed Per Page 50

Child Name	Monday 6/10	Tuesday 6/11	Wednesday 6/12
<b>Taylor, Cameron</b> Date of Birth: 4/13/2008 Case Number: SDC776766	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: [ ] Sched: Varying: NonSchool (50:00) Note	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: [ ] Sched: Varying: NonSchool (50:00) Note	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: [ ] Sched: Varying: NonSchool (50:00) Note
<b>Taylor, Cody</b> Date of Birth: 5/14/2007 Case Number: SDC776766	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: [ ] Sched: 7:30AM-5:30PM Note	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: [ ] Sched: 7:30AM-5:30PM Note	In: [ ] Out: [ ] Daily Hours: 0:00 Absent: [ ] Sched: 7:30AM-5:30PM Note

### Important!

- ✓ You *must* enter the amount of hours a child would have **normally attended care** when selecting one of the choices from the Absent drop-down list.

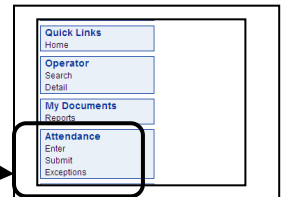
# Child Care Time and Attendance (CCTA): Web Submittal for Providers

## Quick Reference Card 2 (of 3)

This card will show you how to: Submit attendance and recall attendance.

### Submitting Attendance

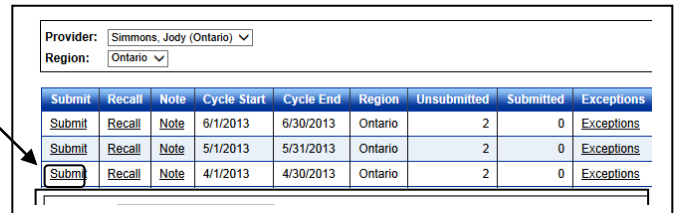
✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.



1 In the menu on the left, under **Attendance**, click **Submit**. The **Submit Attendance** page will appear on your screen.

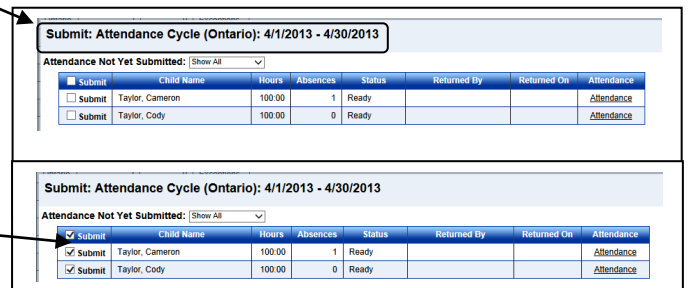
2 Click the **Submit** link to select the appropriate cycle.

3 The **Submit Attendance** pop-up screen displays. Verify that the correct **Attendance Cycle** is showing.



#### ➤ Attendance Not Yet Submitted

To **submit** attendance for a child, click the  with the corresponding **“Submit”** text next to the child’s name. You can also click the  within the dark blue title row to select all the children in the list.



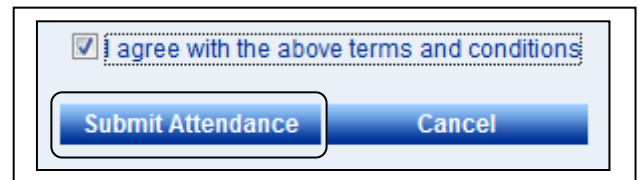
**Note:** If you do not see  **Submit** next to a child’s name and the child’s **status** shows **Incomplete**, you will not be able to submit that child’s attendance. Please review the attendance for that child for any errors. *Note: Days incomplete or in error will shaded in either **Red**(Error) or **Yellow**(Incomplete) on the **Enter Attendance** page.*

4 Click the **Save** button.



5 The **Attendance Submittal** page displays.

- Review the electronic attendance submittal terms (not shown here), click the **I agree with the above terms and conditions** checkbox, and then click the **Submit Attendance** button. (This is required.)



## Recalling Attendance

- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Attendance**, click **Submit**. The **Submit Attendance** page will appear on your screen.

2 Click the **Recall** link to select the appropriate cycle.

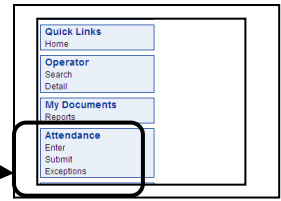
3 The **Recall Attendance** pop-up screen displays. Verify that the correct **Attendance Cycle** is showing.

### ➤ Attendance Previously Submitted

To **recall** attendance for a child, click the  with the corresponding "**Recall**" text next to the child's name. You can also click the  within the dark blue title row to select all the children in the list.

**Note:** You can only recall attendance for children prior to the district reviewing the attendance record. If the **Recall** selection is not visible, and you need to modify and re-submit attendance, please contact your district worker. They can change the status of the attendance record so that you can recall it.

4 Click the **Save** button.



Provider:  Region:

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
<a href="#">Submit</a>	<a href="#">Recall</a>	<a href="#">Note</a>	6/1/2013	6/30/2013	Ontario	2	0	<a href="#">Exceptions</a>
<a href="#">Submit</a>	<a href="#">Recall</a>	<a href="#">Note</a>	5/1/2013	5/31/2013	Ontario	2	0	<a href="#">Exceptions</a>
<a href="#">Submit</a>	<a href="#">Recall</a>	<a href="#">Note</a>	4/1/2013	4/30/2013	Ontario	0	2	<a href="#">Exceptions</a>

Recall: Attendance Cycle (Ontario): 4/1/2013 - 4/30/2013

Attendance Previously Submitted:

<input type="checkbox"/>	Recall	Child Name	Hours	Absences	Status	Submitted By	Submitted On	Attendance
<input type="checkbox"/>	Recall	Taylor, Cameron	100.00	1	Submitted	Simmons, Jody	06/11/2013	<a href="#">Attendance</a>
<input type="checkbox"/>	Recall	Taylor, Cody	100.00	0	Submitted	Simmons, Jody	06/11/2013	<a href="#">Attendance</a>

Recall: Attendance Cycle (Ontario): 4/1/2013 - 4/30/2013

Attendance Previously Submitted:

<input checked="" type="checkbox"/>	Recall	Child Name	Hours	Absences	Status	Submitted By	Submitted On	Attendance
<input checked="" type="checkbox"/>	Recall	Taylor, Cameron	100.00	1	Submitted	Simmons, Jody	06/11/2013	<a href="#">Attendance</a>
<input checked="" type="checkbox"/>	Recall	Taylor, Cody	100.00	0	Submitted	Simmons, Jody	06/11/2013	<a href="#">Attendance</a>



# Child Care Time and Attendance (CCTA): Web Submittal for Providers

## Quick Reference Card 3 (of 3)

This card will show you how to: Review the rates on record with the district, review the status of submitted attendance, view case information for subsidized children, add a sponsor to a child's record and create a sponsor logon account for the TimeClock application.

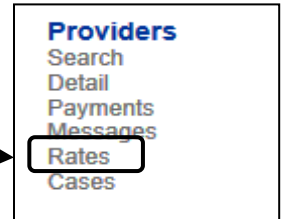
### Provider Rates

The Provider Rates section will display the rates, as of an effective date, that the district has in CCTA.

- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

- 1 In the menu on the left, under **Providers**, click **Rates**. The **Rates** page will appear on your screen.

- 2 The grid will display the rates in CCTA. This is a display only, and the rates cannot be modified from this screen.



Provider: 
Rate Type: 
Rates Effective:

Rates:

	Under 4 1/2		4 1/2 thru 2		3 thru 5		6 thru 12	
	Regular Hours	After Hours	Regular Hours	After Hours	Regular Hours	After Hours	Regular Hours	After Hours
Hourly	\$8.00	\$8.00	\$8.36	\$8.36	\$8.00	\$8.00	\$8.00	\$8.00
1/2 Day	\$32.00	\$32.00	\$30.00	\$30.00	\$27.00	\$27.00	\$23.00	\$23.00
Daily	\$48.00	\$48.00	\$45.00	\$45.00	\$40.00	\$40.00	\$35.00	\$35.00
Weekly	\$226.00	\$226.00	\$215.00	\$215.00	\$196.00	\$196.00	\$190.00	\$190.00

### Provider Payments

The Provider Payments section will display the status of submitted attendance records.

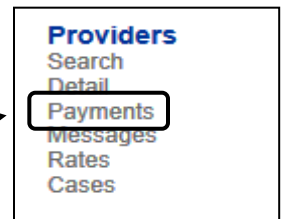
- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

- 1 In the menu on the left, under **Providers**, click **Payments**. The **Payments** page will appear on your screen.

- 2 Enter the **Start Date** and **End Date** for the billing cycle you would like to review. Also, you can select the **Status** of All Payments, Processing or Paid.

- 3 Click **Search**.

- 4 The page will now display payments that meet the search criteria entered. NOTE: Payments in a Processing status may show an amount. This amount is only an "estimated" amount.



Provider:

Start Date:

End Date:

Status:

Provider: 
Start Date: 
End Date: 
Status:

Search Results:

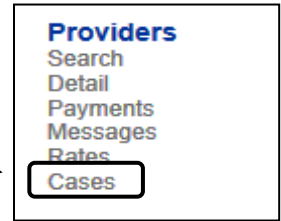
	Payment ID	Status	Status Date	Period Start Date	Period End Date	Family Name	Child Name	Amount	Fees	Details
<input type="checkbox"/>	121	Processing	06/11/2013	04/01/2013	04/30/2013	Taylor	Taylor, Cody	\$0.00	\$0.00	
<input type="checkbox"/>	122	Paid	06/11/2013	04/01/2013	04/30/2013	Taylor	Taylor, Cameron	\$202.00	\$0.00	<a href="#">Details</a>

## Provider Cases

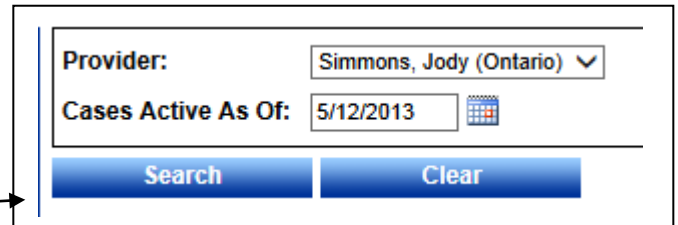
The Provider Cases section will display case information for children receiving subsidized care.

- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Providers**, click **Cases**. The **Cases** page will appear on your screen.



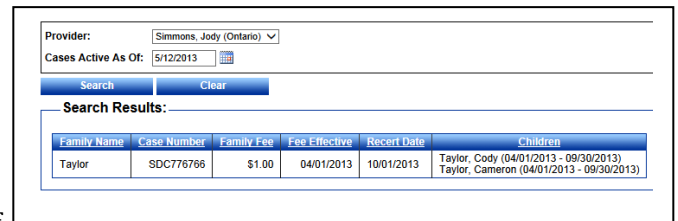
2 Enter a date in the **Cases Active As Of** field.



A search form with the following fields and buttons:  
Provider: Simmons, Jody (Ontario) (dropdown menu)  
Cases Active As Of: 5/12/2013 (text input with calendar icon)  
Search (blue button)  
Clear (blue button)

3 Click **Search**.

4 The page will now display case information for children receiving subsidized care. This includes the Case Number, Family Fee and Effective date, the Recert Date (the date the family needs to recertify with the district), and the children that are receiving care. The dates next to the children's names reflect the start and end dates of authorized care.



Search Results:

Family Name	Case Number	Family Fee	Fee Effective	Recert Date	Children
Taylor	SDC776766	\$1.00	04/01/2013	10/01/2013	Taylor, Cody (04/01/2013 - 09/30/2013) Taylor, Cameron (04/01/2013 - 09/30/2013)

## Add a Sponsor to a Child's Record

Parents and caretakers may designate another person (such as a babysitter, neighbor, friend, or relative) as a *sponsor*. Sponsors can be authorized to check a child in or out at a provider's site.

- 1 In the menu on the left, under **Sponsor**, click **Detail**. The **Sponsor Detail** page is now on your screen.
- 2 Click the **New** button and then complete the **Sponsor Detail** page with as much information as you know.
  - The **First Name** and **Last Name** are required. The **Sponsor Type** drop-down list includes: **Babysitter, Neighbor, Other, Parent, and Relative**.
  - Click the **Add Children** link at the bottom of the page to search for and add children to connect with the sponsor.
- 3 Click the **Save** button at the top of the page to save the new sponsor information.

**Sponsor Detail**

New Save

\* denotes a required field

First Name: \*

Middle Name:

Last Name: \*

Sponsor Type: \*

Phone Number:

Email Address:

CIN:

Reset Password:

Inactive

Locked:

Re-enroll:

Delete Templates:

Region: \*

Sponsored Children: \* [Add Children](#)

## Create a Sponsor Logon Account for TimeClock

Once the sponsor is added to CCTA, a user name and password for the TimeClock system must be authorized by the parent. You will create this with the parent/caretaker and sponsor at your site. (See the *CCTA - Web Submittal Edition for Providers* reference guide for further details.)

- 1 In the menu on the left, under **Sponsor**, click **Search**. Search for the sponsor. Click the sponsor **Account** link. (not shown here)
- 2 The *parent/caretaker* validates his/her account. (not shown here) The **Sponsor Account** page is now on your screen.
- 3 The *sponsor* enters his/her user name and password, his/her secret question and answer, and then clicks the **Save** button.

Sponsor: Slaughter, Lauren

Save Cancel

\* denotes required field

User Name: \*

Password: \*

Secret Question: \*

Secret Answer: \*

## Request Additional Support

If you have any questions or need further assistance regarding CCTA, you may contact:

**NYS OCFS CCTA Support Center:**

Toll free telephone number: 1-877-369-6106. Press option 9 for Support.

E-mail: [support@controltec.com](mailto:support@controltec.com)