

Child Care Time and Attendance Training Tutorial

Topic: Entering Attendance

This tutorial will outline the steps necessary for a provider to enter and submit attendance into CCTA over the web. Only providers that have been previously set up for Remote Attendance will be able to login to CCTA to enter and submit attendance. Before attempting to enter and submit attendance, please make sure you register using the information provided to you by your local district.

Information Covered:

- Entering attendance
- Submitting attendance

Entering Attendance

To Begin:

1. Login to CCTA

- a) In your browser's address bar enter the following exactly as it appears: <https://www.ccta-newyork.com/Provider>
- b) Enter your username and password
- c) Click "Logon"

Language/Idioma: English ▼

Welcome to
CCTA Provider Web Submittal

Version 2.0.13.14

Type in your user name and password and click the **Logon** button.

Logon

User Name:

Password:

←

[Click here if you do not have an account](#)
[Click here if you forgot your password](#)

WARNING: This system and all data accessed through it are confidential and proprietary to the State of New York. Access is limited to authorized users, employees and legally designated agents, and ONLY for authorized purposes. Under no circumstances should anyone seek to access information for ANY personal reason.

Unauthorized access to or release of State of New York systems/ data or other government data may result in discipline, civil liability and/ or criminal prosecution. Use of or activity on this system may be monitored, accessed, read, copied, and used for any purpose the State of New York deems proper. Users have no expectation of privacy. Use of the system, whether authorized or not, constitutes express consent for the state of New York to intercept, copy and refuse any material entered on this terminal.

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***Note:** *If you have never logged in before, you should have been provided with information from your local district to register your account. If you have that information, and have not registered, please see the "How to Register for Remote Attendance" tutorial. If you have not received your credentials please contact your local district.*

c) Once you have logged in you will see the following home page of the CCTA system.

KinderConnect Home Jody Simmons | Logout
Language/Idioma English

Quick Links
Home
Operators
Search
Detail
My Documents
Reports
Attendance
Enter
Submit
Exceptions
Providers
Search
Detail
Payments
Messages
Rates
Cases
Children
Search
Detail
Sponsors
Search
Detail
Account

Wednesday, September 25, 2013
Version 2.0.13.14
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Make sure to check this section for messages!

2. Enter Attendance

a) From the Main Menu on the left side of the screen, under “Attendance”, click “Enter”.

KinderConnect

Quick Links
Home
Operators
Search
Detail
My Documents
Reports
Attendance
Enter
Submit
Exceptions
Providers
Search
Detail
Payments
Messages
Rates
Cases
Children
Search
Detail
Sponsors
Search
Detail
Account

b) The next screen will include a list of children authorized to receive care from you, and the attendance entry form for the current week.

KinderConnect **Enter Attendance**

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

Save | Cancel

9/25/2013 | Children Displayed Per Page 10

Child Name	Monday 9/23	Tuesday 9/24
Taylor, Cameron Date of Birth: 4/13/2008 Case Number: SDC776766 Total Hours 00:00 Hours Attended: 00:00 Hours Absent: 00:00	In: [] Out: [] Daily Hours: 0:00 Absent: [] Sched: Varying: NonSchool (50:00) Note	In: [] Out: [] 06:00 am 06:30 am 07:00 am 07:30 am Daily Hours: 0:00 Absent: [] Sched: Varying: NonSchool (50:00) Note
Taylor, Cody Date of Birth: 5/14/2007 Case Number: SDC776766 Total Hours 00:00 Hours Attended: 00:00 Hours Absent: 00:00	In: [] Out: [] Daily Hours: 0:00 Absent: [] Sched: 7:30AM-5:30PM Note	In: [] Out: [] 07:30 am 05:30 pm Daily Hours: 0:00 Absent: [] Sched: 7:30AM-5:30PM Note

***Note:** In the event any child or children are missing, please contact your local Department of Social Services to inform them of the children's names that are missing.

c) Once at the **Enter Attendance** screen you enter a time in and a time out for each child up to the current day.

KinderConnect **Enter Attendance**

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

Save | Cancel

9/25/2013 | Children Displayed Per Page 10

Child Name	Monday 9/23	Tuesday 9/24	Wednesday 9/25	Thurs
Taylor, Cameron Date of Birth: 4/13/2008 Case Number: SDC776766 Total Hours 00:00 Hours Attended: 00:00 Hours Absent: 00:00	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	Sched: Varyin (50:00)
Taylor, Cody Date of Birth: 5/14/2007 Case Number: SDC776766 Total Hours 00:00 Hours Attended: 00:00 Hours Absent: 00:00	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	Sched: 7:30

***Note:** CCTA does not allow attendance to be entered in the future or if it has already been summited. You may only enter attendance for the past and present.

d) If a child was absent on any of the days you are entering, you can indicate this by selecting an absent type from the “Absent” drop-down list, then enter in the normal times the child would be in your care.

Taylor, Cody
 Date of Birth: 5/14/2007
 Case Number: SDC776768
 In: 07:00 am Out: 05:00 pm
 Total Hours: 00:00
 Hours: 00:00
 Attended: 00:00
 Hours Absent: 00:00
 Daily Hours: 0:00
 Absent: Absent
 Absent: Absent
 Holiday
 Not Scheduled
 Program Closure
 Sick

e) Once you are comfortable with the times you have entered for each child, click “Save”.

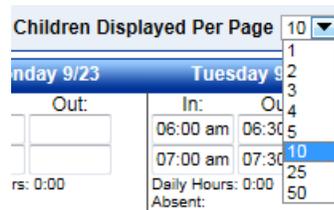
Provider: Simmons, Jody (Ontario)
 Display: All Children
 Save Cancel
 9/25/2013 Children Displayed Per Page 10

Child Name	Monday 9/23	Tuesday 9/24
Taylor, Cameron Date of Birth: 4/13/2008 Case Number: SDC776768	In: Out: Daily Hours: 0:00 Absent: Not Scheduled Sched: Varying: NonSchool (50:00) Note	In: Out: 06:00 am 06:30 am 07:00 am 07:30 am Daily Hours: 0:00 Absent: Sched: Varying: NonSchool (50:00) Note
Taylor, Cody Date of Birth: 5/14/2007 Case Number: SDC776768	In: Out: 07:00 am 05:00 pm Daily Hours: 0:00 Absent: Absent Sched: 7:30AM-5:30PM Note	In: Out: 07:30 am 05:30 pm Daily Hours: 0:00 Absent: Absent Sched: 7:30AM-5:30PM Note

f) The times entered are now saved.

3. Attendance Navigation

- a) To move around the screen there are several options.
- Use the standard side scroll bar to see children not on the screen and the bottom scroll to see the beginning or end of the week.
 - You can set the number of children displayed on the screen by changing the number in the drop down box.



(Note: this can slow down the performance of your machine)

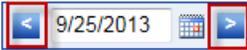
- Use the calendar tools to display a specific time period.



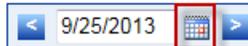
- Entering a date into this area will take you to that date.



- Using the < > will move the display one week forward or back at a time.



- Clicking the Calendar button and clicking on a day will display that weeks time period.



- In this example I clicked on Wednesday the 11th in the calendar pop-up and the attendance displayed will be for September 8th - September 14th.

Child Name	Su	Mo	Tu	We	Th	Fr	Sa
Taylor, Cameron	25	26	27	28	29	30	31
Date of Birth: 4/13/20	1	2	3	4	5	6	7
Case Number: SDC77	8	9	10	11	12	13	14
Total Hours 00:00	15	16	17	18	19	20	21
Hours Attended: 00:00	22	23	24	25	26	27	28
Hours Absent: 00:00	29	30	1	2	3	4	5

***Note:** Before continuing to the next section, make sure to review any attendance entered for the month you will be submitting attendance for and verify its correctness.

Submitting Attendance

To Begin:

1. Submit attendance

- a) From the Main Menu on the left side of the screen, under “Attendance”, click “Submit”.

The screenshot shows a software interface with a main menu on the left and a form on the right. The menu includes sections for Quick Links, Operators, My Documents, Attendance, Providers, and Children. The 'Submit' link under the 'Attendance' section is highlighted with a red box and a red arrow. The form on the right displays provider information (Simmons, Jody), display options (All Children), a date selector (8/18/2013), and child details for Taylor, Cameron and Taylor, Cody, including their birth dates, case numbers, and attendance statistics.

- b) To submit attendance Click “Submit” next to the payment cycle to submit. This will bring up your list of children.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	9/1/2013	9/30/2013	Ontario	2	0	Exceptions
Submit	Recall	Note	8/1/2013	8/31/2013	Ontario	2	0	Exceptions
Submit	Recall	Note	7/1/2013	7/31/2013	Ontario	2	0	Exceptions

- c) On the next screen you will see Submit: Attendance Cycle (District): and the dates for this billing cycle.

The screenshot shows the 'Submit: Attendance Cycle (Ontario): 8/1/2013 - 8/31/2013' screen. A red arrow points to the title bar. Below the title bar is a table showing attendance not yet submitted for Taylor, Cameron and Taylor, Cody. The table includes columns for Submit, Child Name, Hours, Absences, Status, Returned By, Returned On, and Attendance.

Submit	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
	Taylor, Cameron	99:00	0	Incomplete			Attendance
	Taylor, Cody	81:00	1	Incomplete			Attendance

- a. Make sure this is the cycle you intended to submit.
 - i. If this is the correct billing cycle, move on step D.
 - ii. If this is not the correct billing cycle click cancel


 to return to the **Submit** screen and select the correct billing cycle.

**Note: if you are unable to see the Save and Cancel buttons at the bottom of your screen. Press F11 on your key board. If this does not show them then press and hold the Alt key while pressing the – (minus) key to make the screen smaller to see the buttons at the bottom of your screen. You can press the Alt + (plus) key to make your screen larger when you are done.*

- d) When the Billing Cycle is correct a checkbox will be next to each child that is ready to submit and not Incomplete.
 - a. There is a checkbox above which will allow you select every child’s attendance record for submittal.
 - b. If there is not a check box

Submit	Child Name
<input type="checkbox"/>	Taylor, Cameron
<input type="checkbox"/>	Taylor, Cody

then the attendance needs to be completed or there is a problem and the status will show Incomplete.

Submit: Attendance Cycle (Ontario): 8/1/2013 - 8/31/2013

Attendance Not Yet Submitted:

Submit	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
	Taylor, Cameron	99:00	0	Incomplete			Attendance
	Taylor, Cody	81:00	1	Incomplete			Attendance

- e) To fix these **Incomplete** attendance records you have to go back to the **Enter Attendance** screen.
 - a. Select the Cancel button to go to the **Submit Attendance** screen.
 - b. Click on enter (on the Left under Attendance) to bring you back to the **Enter Attendance** screen. Move

through your attendance to find the red or yellow boxes.

- c. On Monday 9/30 Cameron was absent and the box is yellow.
 - i. Enter the normal times Cameron would have attended and save to fix this.
- d. Monday 9/30 Cody has an overnight schedule and the red box shows that the times are in the wrong in/out boxes.
 - i. To fix this incomplete example you just need to enter the 10:00pm in to the top in box and delete the 10:00am in the bottom in box.
 - ii. Enter 12:00am in the out box and then in the 9/31 enter 12:00am in the top in box and 01:00am in the top out box.
 - iii. When Cody comes back Tuesday night, enter 10:00pm in the bottom in box and 12:00am in the out box, on Wednesday enter 12:00am in the top in box and continue on like this until Cody 's care for the week is finished. (the example below is for a full week of Cody's over night schedule)

- e. These are just a couple examples of incomplete attendance and remember every incomplete attendance will have a yellow or red box to let you know they are incomplete and need to be fixed.
- f) Once all attendance is complete and you have selected the attendance records you want to submit, click “Save” at the bottom of the screen.

Submit: Attendance Cycle (Ontario): 9/1/2013 - 9/30/2013

Attendance Not Yet Submitted: ▼

<input checked="" type="checkbox"/> Submit	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input checked="" type="checkbox"/> Submit	Taylor, Cameron	10:00	1	Ready			Attendance
<input checked="" type="checkbox"/> Submit	Taylor, Cody	01:59	0	Ready			Attendance



***Note:** if you are unable to see the Save and Cancel buttons at the bottom of your screen. Press F11 on your key board. If this does not show them then press and hold the Alt key while pressing the – (minus) key to make the screen smaller to see the buttons at the bottom of your screen. You can press the Alt + (plus) key to make your screen larger when you are done.

- g) The next screen is an agreement between you and your Local District regarding Remote Attendance Submittal. If you agree, click inside the check box next to “I agree with the above terms and conditions”.

h) Click “Submit Attendance”

Attendance Submittal

You are not required to submit your attendance data electronically. If you prefer, you can click the Cancel button below and submit your attendance data on the paper attendance forms provided to you by your Local Social Services District. If you do not have paper forms, contact your Local Social Services District and the forms will be sent to you.

If you do choose to submit your attendance data electronically, you must agree to the following terms:

1. You acknowledge that you are requesting payment from your Local Social Services District for child care services rendered.
2. You confirm that this submission is true and accurate.
3. You acknowledge that you will be responsible for any false, incomplete, or misleading information submitted to your Local Social Services District by you, or on your behalf.
4. You acknowledge that you will be responsible for reimbursement of any overpayments that result from the submission of any false, incomplete, or misleading information.
5. You understand and acknowledge that you may be prosecuted under any and all applicable Federal and state laws for submitting any false claims, statements, documents, or for the concealment of material facts.

I agree with the above terms and conditions

[Submit Attendance](#) [Cancel](#)

i) The attendance for the children during that payment cycle will now be sent to your Local District for payment processing. You verify this by looking at the Submitted column where the number of children submitted will move to the Submit column from the Un-submitted Column.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	10/1/2013	10/31/2013	Ontario	0	2	Exceptions
Submit	Recall	Note	9/1/2013	9/30/2013	Ontario	2	0	Exceptions

j) You have now successfully entered and submitted attendance in the CCTA system.

***Note:** Once attendance is submitted in CCTA, your local Department of Social Services (LDSS) will be able to see the attendance record that was submitted. If there were any mistakes, a new attendance record must be submitted for that child or children during that specific payment cycle. Ask your LDSS how they would like you to do this.