



Walk With Me Through ATS

A demonstration of the Attendance
Tracking System



Provider Access

- Providers log in with a username and password
- They are provided with access to:
 - All children affiliated with provider
 - Attendance records/transactions
 - Authorization dates and schedules
 - Household members
 - Reports and Correspondence

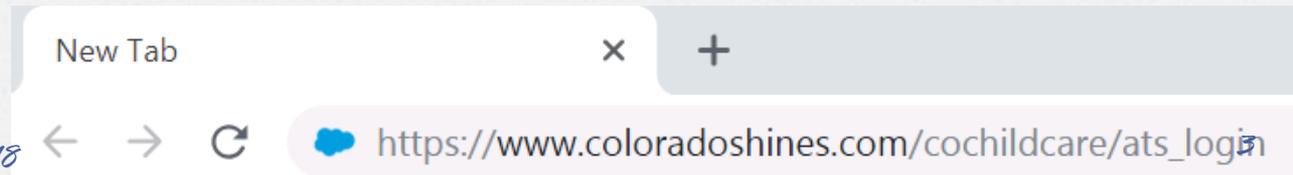
Log in to ATS



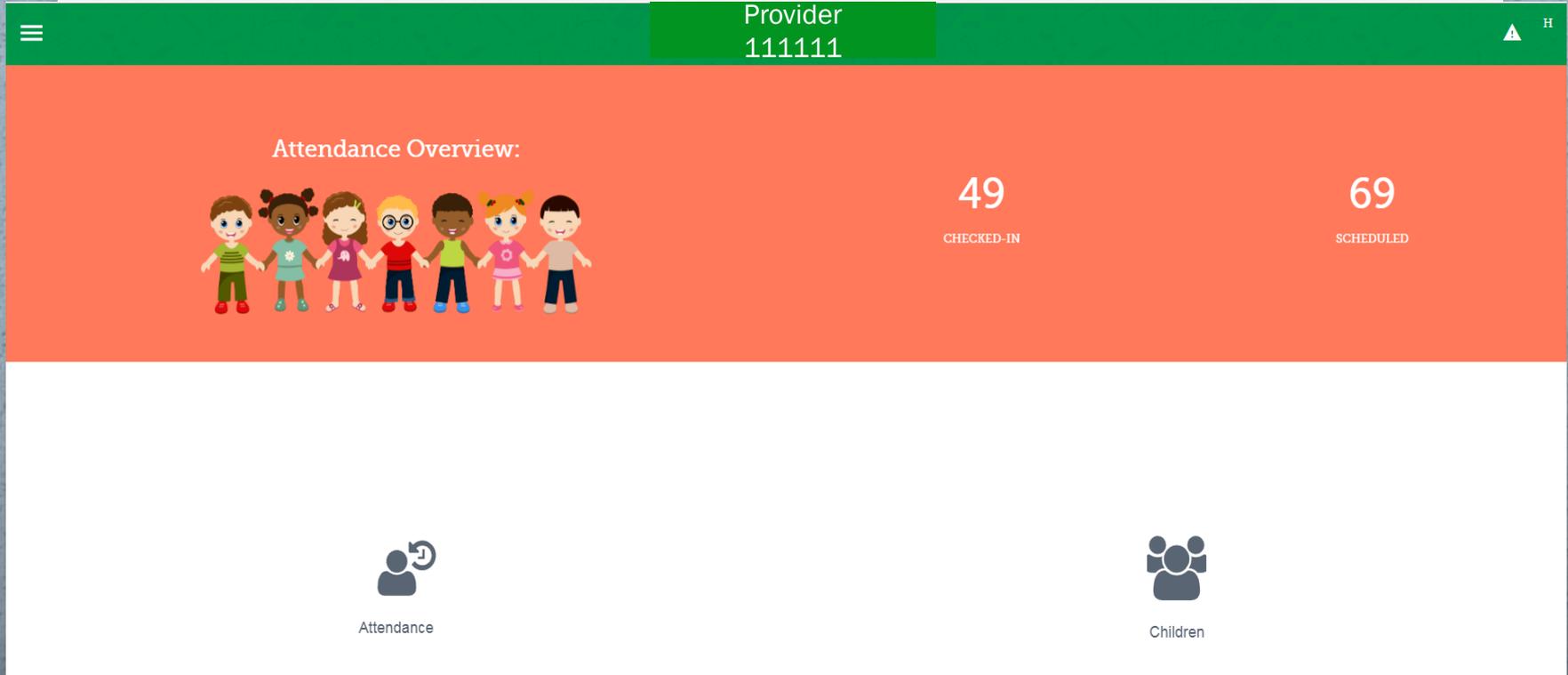
Attendance Tracking System (ATS) Information and Resources

[CLICK TO LOGIN TO ATS](#)

- Providers can log in through the OEC website in the provider section under Attendance Tracking System (ATS) Information and Resources.
- They can also enter the web address into the browser (chrome or safari are recommended) directly.

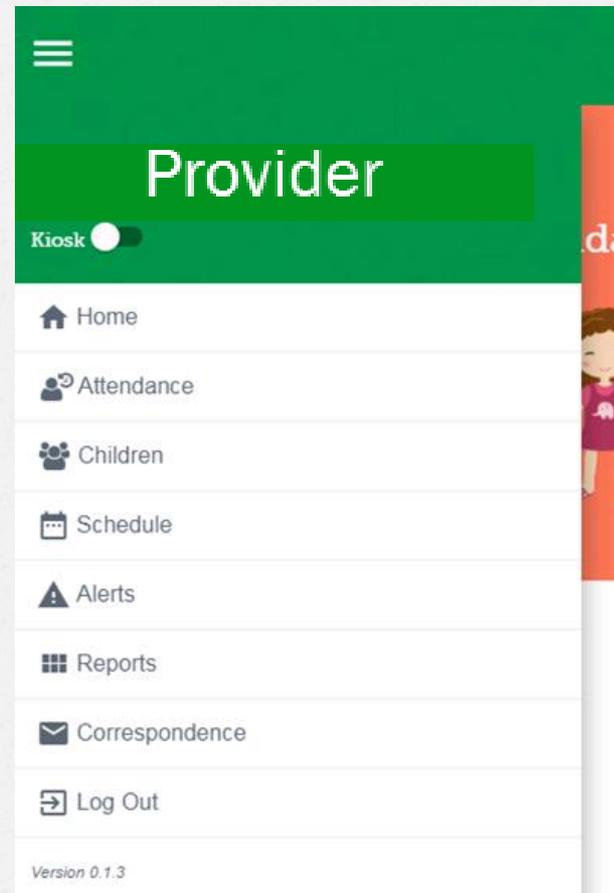


Provider Home Page



Provider Menu

The menu link on the top left will open up the full menu for providers.



Provider Check In – Attendance Page

- The provider can check a child in/out through the Attendance Page, for same day check in/out.



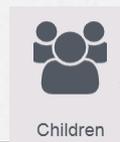
Attendance

The screenshot shows the top portion of the Attendance Page. A green header bar contains a menu icon on the left, the text "Attendance" in the center, and "Provider 111111" on the right. Below the header is a row of three colored tabs: a teal tab with "(69) Scheduled", a green tab with "(51) Checked-In", and an orange tab with "(0) Checked-Out". Below these tabs is a row of ten child cards, each with a grey profile icon and the text "Kid Name". A red arrow points from the "Attendance" text in the header to the teal "(69) Scheduled" tab.

This screenshot shows a closer view of the child cards. The teal "(69) Scheduled" tab is active. The first child card in the row has a green checkmark icon instead of a profile icon. Below this card is a green button with the text "Check Kid Name In". The other child cards in the row have grey profile icons and the text "Kid Name".

Provider Check In-Children Page

- Providers can create previous day check in's through the child's schedule page. First they must navigate to the Children page.



Children

Provider 111111

Filter by Name

(73) Children 73 CCCAP All/Enrolled Schedule

Kid Name August 2, 2015 / 3 years old	✓	✓	>
Kid Name April 26, 2016 / 30 months old	✓	✓	M - FT, M - FT, Tu - FT, Tu - FT, W - FT, W - FT, Th - FT, Th - FT, F - FT, F - FT >

(113) Children 113 CCCAP All/Enrolled Schedule

Kid Name August 2, 2015 / 3 years old	✓	✓	>
Kid Name May 5, 2015 / 3 years old	✓	☐	>
Kid Name April 26, 2016 / 30 months old	✓	✓	M - FT, M - FT, Tu - FT, Tu - FT, W - FT, W - FT, Th - FT, Th - FT, F - FT, F - FT >

Provider Check In- Daily Schedule Page

Selecting a child on the Children page takes Providers to the child's daily schedule page.

The screenshot shows a web application interface for a provider's daily schedule. At the top, a green header bar displays the provider ID '111111' and navigation tabs for 'SCHEDULE', 'DELEGATES', and 'HOUSEHOLD'. A calendar for October 2018 is shown, with the 'Daily' view selected. The main content area is a table with columns for date, status, check-in time, check-out time, and notes. The table lists four days: Monday 1st (checked), Tuesday 2nd (no attendance), Wednesday 3rd (checked), and Thursday 4th (action needed). A legend at the bottom identifies various status icons: CCCAP Authorized (green circle), CCCAP Not Authorized (yellow circle), Private Pay (grey circle), Create Transaction (white circle), Attendance (checkmark), No Attendance (X), Action Needed (exclamation mark), and Parent Rejected (red circle with X).

Provider
111111

SCHEDULE DELEGATES HOUSEHOLD

< OCTOBER 2018 > Daily

		Check-In	Check-Out	Notes
Monday 1st	✓	3:30 PM Provider Name	5:32 PM Parent Name	
Tuesday 2nd	✗			
Wednesday 3rd	✓	3:30 PM Provider Name	5:00 PM Parent Name	
Thursday 4th	!	8:15 AM Parent Name	11:59 PM System	

Kid Name
March 14, 2011 (8 Years old)
CCCAP Case 123456789
Authorized: M - PT, Tu - PT, W - PT, Th - FT, F - FT
9/18/2015 - 6/30/2019
Parent Fee: \$138.00

● CCCAP Authorized ● CCCAP Not Authorized ● Private Pay ○ Create Transaction ✓ Attendance ✗ No Attendance ! Action Needed 8! Parent Rejected

Provider Check In- Monthly Schedule Page

- The provider must go to the Monthly calendar view to enter a previous day transaction.

Provider
111111

SCHEDULE DELEGATES HOUSEHOLD

< OCTOBER 2018 > Monthly

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 ○	1 ○ ✓	2 ○ ✗	3 ○ ✓	4 ○ !	5 ○ ✗	6 ○ ●

Kid Name
March 14, 2011 (8 Years old)
CCCAP Case: 123456789

Create Check In / Check Out

Kid Name
Date: Friday, October 5th

Add Check In (+)

Kid Name
Date: Thursday, October 4th

Past Check In - Approved
8 : 15 AM
Void

Past Check Out - Pending
11 : 59 PM
Update Void

Add Check In (+)

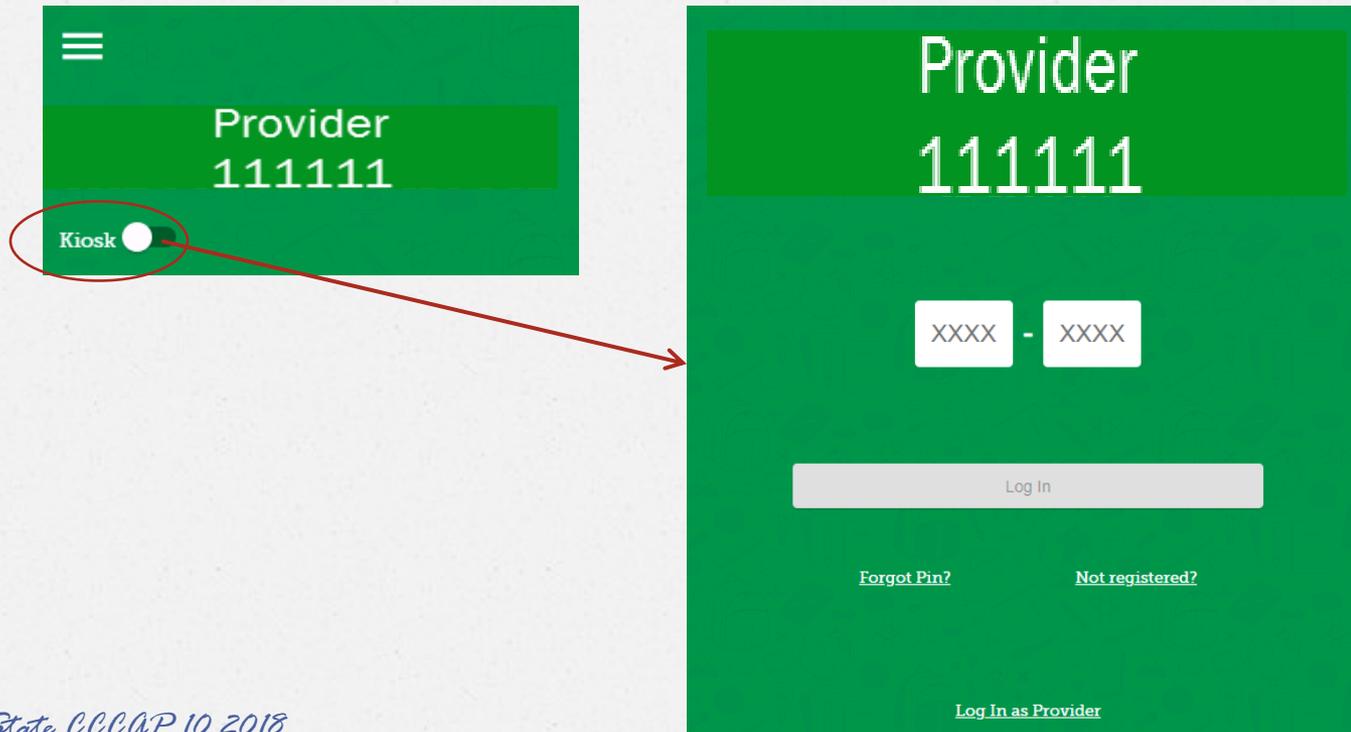
Provider Schedule View

- When a provider selects “Schedule” from the menu, it directs them to the schedule page for all children.

69 Children		Authorized	Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thur 10/4	Fri 10/5	Sat 10/6	>
	Kid Name March 15, 2010 / 9 Years	✓	✗	✓	✗	✓	!	●	●	>
	Kid Name March 14, 2011 / 8 Years	✓	✗	✓	✗	✓	!	●	●	>
	Kid Name August 7, 2010 / 8 Years	✓	✗	✓	✓	✓	✓	✓	●	>

Parent View

- Parents can log in on the pin page, after the provider switches to Kiosk Mode.



Parent Check In-Home

Parent's can check their children in same day through their home page

Parent Name

My Household

Scheduled Kid Name March 14, 2011

Scheduled Kid Name March 15, 2010

Schedule Confirmations Household

Schedule Confirmations Household

Parent Name

Children

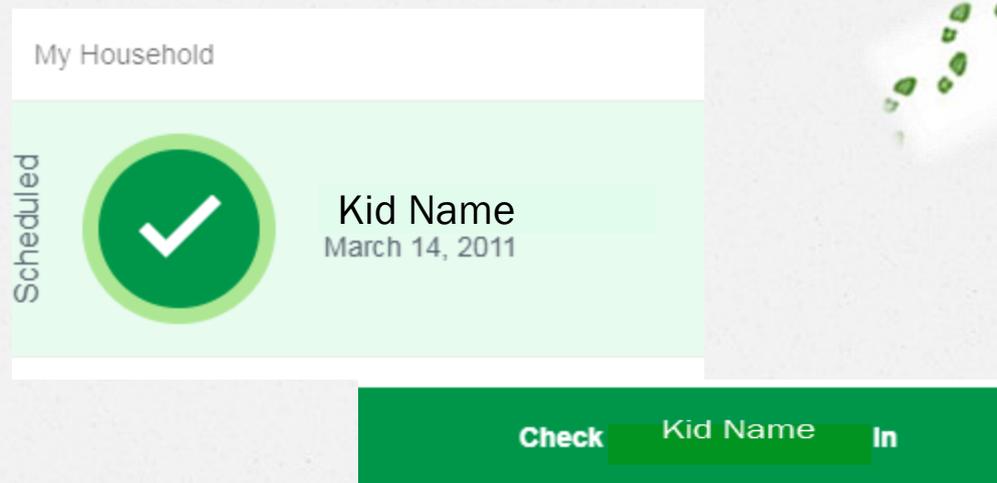
Log Out

Version 0.1.3

The menu will navigate them back to the parent children/home page

Parent Check In/Out

- Parent's click on the child name/icon to check them in/out



My Household

Scheduled  Kid Name
March 14, 2011

Check **Kid Name** In

Parent Confirmation

- Parent clicks on confirmations icon, or on the schedule link to navigate to the child's schedule.

Parent Name

SCHEDULE DELEGATES HOUSEHOLD

< OCTOBER 2018 > Daily

	Check-In	Check-Out	Notes
Monday 1st	3:30 PM Provider Name	5:32 PM Parent Name	
Tuesday 2nd			
Wednesday 3rd	3:30 PM Provider Name	5:00 PM Parent Name	
Thursday 4th	8:15 AM Parent Name	11:59 PM System	
Friday 5th			

Kid Name

Check-Out: Oct 4, 2018

Please Confirm the correct time.

11 : 59 PM

Confirm

Deny

Clicking on the transaction time opens the confirmation page.

Parent View

- Parents can also change the calendar to Monthly view.

The screenshot displays the Parent View interface. At the top, there is a green header bar with a menu icon on the left, the text 'Parent Name', and a 'Notes' button on the right. Below the header, there are three tabs: 'SCHEDULE', 'DELEGATES', and 'HOUSEHOLD'. The main content area shows a calendar for 'OCTOBER 2018' in 'Monthly' view. The calendar grid includes dates from 30 to 13. On the left side, there is a sidebar with a 'Kid Name' profile card, including the date 'March 14, 2011 (8 Years old)', 'CCCAP Case: 123456789', 'Authorized: M - PT, Tu - PT, W - PT, Th - FT, F - FT', '9/18/2015 - 6/30/2019', and 'Parent Fee: \$138.00'. A dropdown menu is open over the 'Parent Name' header, showing 'Monthly' as the selected option and 'Daily' as the highlighted option. A red arrow points from the 'Monthly' option in the dropdown to the 'Parent Name' header.

- No action can be taken from this view.

Parent Household Page

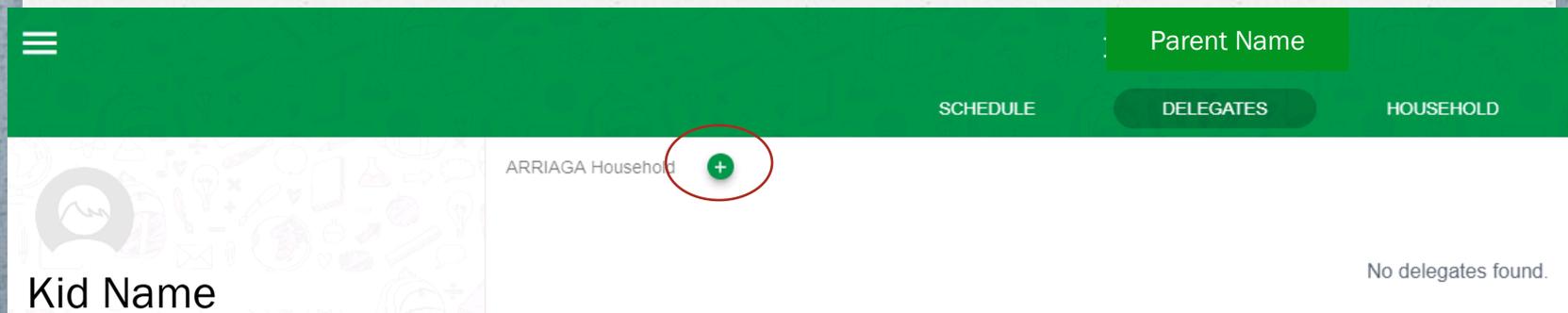
- o The Household Page shows household members and their information.

The screenshot shows a web interface for a parent's household. At the top, there is a green navigation bar with a hamburger menu icon on the left and three tabs: 'SCHEDULE', 'DELEGATES', and 'HOUSEHOLD' (which is highlighted). Below the navigation bar, the page is divided into two main sections. On the left, there is a profile card for a child named 'Kid Name', born on March 14, 2011 (8 Years old). The card includes the CCCAP Case number 123456789, authorization dates from 9/18/2015 to 6/30/2019, and a parent fee of \$138.00. On the right, there is a list of household members under the heading 'ARRIAGA Household'. The list includes one primary parent named 'Parent Name' with email 'laura.arriaga88@gmail.com' and an active pin status, and two siblings, both listed as 'Sibling Name'.

- o Providers view this same page when they click “Household” on a child’s page.

Parent Delegate Page

- o The parent can view and create Delegates to check their child in/out.



- o Parents trigger the welcome email after creating the delegate.

Provider Alerts

- o The Alerts page identifies transactions that need parent confirmation, or when a transaction is missing for the previous 9 day period.



Child	Instruction	Date	
Kid Name	Parent Pending	09/27/2018	

- o Clicking the calendar icon redirects the user to the schedule/calendar page.

Tuesday 25th



4:14 PM

Provider Name

11:09 PM
System

Provider Reports

- Providers can request three types of reports.

Provider
111111

Reports

- [RE750 - Authorization Reports](#) Information on child care authorized for CCCAP children
- [RE751 - Payment Report](#) Information on payments made for CCCAP care
- [RE752 - Parent Fee Report](#) Information on parent fees owed to the provider by CCCAP families

Reports Requested

Request ID	Date Requested	Report Title	Description	Status
6610	2018-10-05	RE751 - Payments Report		Complete

Authorization Report



Provider
111111

Authorization Reports

County

Authorization Month/Year*

Description

Report #: RE750

Report Name: Authorizations Report

Date Delivered: 10/01/2018

Report Parameters

Month: OCTOBER

Year: 2018

Provider Id: ID 111111

Provider Name: Provider

Description:

County	Case Id	Adult Caretaker Name	Child State Id	Child Last Name	Child First Name	Child Date of Birth	Child Care Level	Authorization ID	Authorization Status	Begin Date
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Payment Report



Provider
111111

Payment Reports

County

Case ID

Payment Type

Care Date From

Care Date To

Description

Report #: RE751

Report Name: Payments Report

Date Delivered: 10/05/2018

Report Paramete

Case Id:

Care Start Date: 2018-09-03

Care End Date: 2018-10-03

Provider Id: ID 111111

Provider Name: Provider

Description:

County	Case Id	Adult Caretaker Name	Child State Id	Child Last Name	Child First Name	Care Date	Service Period	Child Care Level	Authorized Rate Type
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Parent Fee Report



Provider
111111

Parent Fee Report

Case ID

Parent Fee Start Date (MM/YY)*

Parent Fee End Date (MM/YY)*

Description

Report #: RE752
Report Name: Parent Fee Report
Date Delivered: 09/24/2018

Report Paramete

Case Id:
Month Start:
Year Start:
Month End:
Provider Name:
ID 111111
Provider

Description:

County	Case Id	Adult Caretaker Name	Parent Fee Begin Date	Parent Fee End Date	Parent Fee Amount Due	Child Name	Authorization ID
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Provider Correspondence



Provider
111111



Correspondence

County

Date Range To

Correspondence

County	Correspondence	Date	ID
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Correspondence

County

- Select..
- CR205 Payment Summary (Provider)
- CR206 Notice of Established Recovery
- CR208 Outstanding Recovery Balance Letter without payment
- CR213 Authorization Notice
- CR221 Notice of Established Claims for Providers
- CR702 Missing Information Letter (Provider)
- CR704 Licensed Provider Fiscal Agreement
- CR706 Exempt Provider Fiscal Agreement
- CR707 Rate Notification

Important Information

- o Back-dated auths or reopened cases in CHATS do not update in ATS, so transactions created prior to the update/change must be manually corrected to show authorized.
- o Reports and Correspondence come over from CHATS and must be “available” for the provider to pull/request.
- o Direct providers and parents to ATS helpdesk with case numbers, provider ID’s, dates, email addresses and specifics to decrease county workload.
- o QE providers are manually entered. State needs the fiscal agreement ID number and case numbers authorized for that provider so we can attach them to the provider after we enter the provider information. State also needs the provider ID number, name, phone number and email address.
- o Advise providers and parents to only send 1 email per issue/request. Duplicates cause a delay in response time for all emails.

Current Known Issues

- o Alerts Page- Not all alerts are showing for providers since CHATS rollout.
- o Private Pay and/or not-authorized transactions showing on authorized days
- o Private Pay records (case, auth, CI, etc.) are being created though there is a cccap authorized record.
- o Duplicate schedule records appearing, some authorized, some not-authorized
- o Duplicate records sometimes result in parents having to choose a case number when checking child in, though case number is the same on all options.
- o Schedule dates are showing as authorized after auth end. These are schedule days that are beyond the auth end date that are in chats.
- o 12:00 AM Check in's not occurring for all overnight children
- o 11:59 PM check out occurring though there was a valid check out created same day. This is no longer being reported and may be resolved from the most recent fix for another issue.
- o Authorization Correspondence does not contain Authorization Number
- o Reopened cases in CHATS are staying in REO status in ATS and not updating to OPN
- o Reopened status cases and Closed cases do not show schedule page for parents or providers.
- o Not all authorizations, cases, case individuals, fiscals are coming over to ATS from CHATS
- o Authorization dates on child page is not updating with current authorization
- o Transactions for children on multiple cases within the same provider are attaching to the incorrect case.
- o Payment reports come in excel in a specified format which is not filterable at this time
- o Payment report does not contain total payment amount

Solutions

- o Provider reports seeing Orange or Gray circles instead of, or on same date as, the Green circles.
 - Have provider contact ATS Helpdesk with case number, child name and dates for which this is occurring for manual correction.
 - Advise provider **NOT** to void and recreate transaction, as that causes more issues and is more difficult/time consuming to correct.
- o Duplicates, private pay or not authorized schedule days showing as authorized after auth date ends are being manually corrected daily as we are notified of them or discover them via reports.
- o Developers are aware of the issues and are working on fixes to be deployed soon.
- o **We THANK YOU for your patience and understanding.**

ATS RESOURCES

- o OEC Website for Provider and Parent Handouts and Quick Reference Guides, training videos and updates.

http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=providers&s=Child-Care-Licensing-and-Administration&lang=en

- o ATS Helpdesk Email
CDHS_ATS_Helpdesk@state.co.us
- o ATS Helpdesk Line
1-844-447-4441, option 3