

WISCONSIN SHARES - ATTENDANCE REPORTING CHANGES

The Department of Children and Families is enhancing the current attendance reporting process and making improvements to the attendance screen in Child Care Provider Information (CCPI) system. We are doing so for three reasons:

1. The Department would like to capture and analyze more detailed information about the hours of service that children with Wisconsin Shares authorizations are receiving;
2. These improvements were necessary to launch an Automated Attendance Tracking System, which we will do later this year;
3. Providers have asked whether our attendance tracking system could more closely mirror the sign in-sign out sheets that are currently being utilized by many providers.

We expect this capability to be ready for launch in late April, and the Department intends to pilot usage in Milwaukee County during May and June. We will continue to update providers as we move forward.

The new attendance reporting module will have the following three modes:

1. **Weekly Mode:** This is the current design. Workers and providers enter total number of hours the child attended during a **week**.
2. **Daily Mode:** This new CCPI attendance mode mimics the current Attendance Report Form (ARF) and requires the provider/worker to enter **daily** hours similar to the paper ARF.
3. **In/Out Mode:** This new mode requires the provider/worker to report/enter **arrival and departure times** for each subsidized child in care.

The current weekly mode allows the user to enter the hours **after** the attendance period has passed (current design). This mode remains the same. The new Daily and In/Out modes will allow the provider to enter attendance for the current date. However the payment cycles will not change - payment will be made for the previous 2-week attendance period. The attendance entered in any of the three modes during the previous 2-week attendance period will be paid on Monday after the cycle run. The 2010 attendance periods and issuance dates are published at

<http://dcf.wisconsin.gov/childcare/wishares/pdf/tcad2010.pdf>

Attendance Report Forms (ARF):

The Attendance Report Forms (ARF) will be modified as follows:

1. Providers reporting in **Weekly** and **Daily** mode will continue using the current ARF that has always listed daily hours. See the picture below:

Child's Name								Worker	Primary Person's Name								Auth Hours Per Week	Special Use
03/17/2002 to 03/23/2002 Daily Hours of Attendance									03/24/2002 to 03/30/2002 Daily Hours of Attendance									
Su	Mo	Tu	We	Th	Fr	Sa	Week 1 Total	Su	Mo	Tu	We	Th	Fr	Sa	Week 2 Total			
KRUEGER, BRIANA								JX2501	KRUEGER, THERESA								08	
Regular	X	X	X	X	X	X	X											
School Closed	X	X	X	X	X	X	X											
GRIER, MARA								JX2501	KRUEGER, THERESA								22	
Regular	X	X	X	X	X	X	X											
School Closed	X	X	X	X	X	X	X											
GRIER, TREY								JX2501	KRUEGER, THERESA								29	
Regular	X	X	X	X	X	X	X											

2. Providers who are reporting in **In/Out** mode will receive a new version of the ARF that allows the provider to record the arrival and departure times for each child. See the picture below:

Child's Name							Worker	Primary Person's Name							Auth Hours Per Week	Special Use	
09/06/2009 to 09/12/2009 Daily Hours of Attendance								09/13/2009 to 09/19/2009 Daily Hours of Attendance									
Su	Mo	Tu	We	Th	Fr	Sa	Weekly Hours	Su	Mo	Tu	We	Th	Fr	Sa	Weekly Hours		
CARS, DOMESTIC							XCTB56	CARS, IMPORTED							10		
In							Total Hours								Total Hours		
Out							Reg	Sch								Reg	Sch
Hrs								Cls									Cls
SCHUTTE, CASSIDY							XCTA83	SCHUTTE, STACEY							48		
In							Total Hours								Total Hours		
Out							Reg	Sch								Reg	Sch
Hrs								Cls									Cls

Note: For school age children there will be two rows for in and out times because there are situations when the child attends before and after school needing to be logged in and out twice per day.

Mode Switch:

After piloting in Milwaukee County, the Department will be issuing guidelines to counties on how this functionality should be utilized. When it is launched statewide, State and County staff will have the ability to switch providers between the three modes (if requested by a provider or required for other reasons.) Providers will receive official notification when any such changes occur.

CCPI Users:

The CCPI page at <http://dcf.wisconsin.gov/childcare/ccpi/default.htm> will be updated to include detailed information and training materials on the new attendance process. Also, the CCPI user manual will be modified to include detailed instructions on the new screens and the attendance entry process. The CCPI user manual is located at <http://dcf.wisconsin.gov/childcare/ccpi/manual.htm>

Note for providers/centers who have UPDATE access to enter attendance in CCPI!

If you enter attendance online, please help us reduce printing and mailing costs by stopping the paper Attendance Report Forms. You can do this in CCPI by clicking "Request Paperless Attendance" link in the left-side navigation menu. If you need a copy of the form, the paper attendance forms can be down-loaded using CCPI site by clicking the 'Print Attendance Report Form' link in the left-side navigation menu and printed locally. Please see the CCPI user manual for further details.

Contacts:

Contact the county/tribal child care coordinator with further questions. The coordinators are found at: <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>. Milwaukee county providers should contact their provider liaison.