



Wisconsin Shares

Child Care Provider Information (CCPI) User Guide for Workers

February 2016

Division of Early Care and Education

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Introduction to CCPI

CCPI is used to report attendance for Wisconsin Shares reimbursement. Child care providers that provide care for Wisconsin Shares eligible children may use CCPI to report attendance; or if the child care provider reports attendance in paper attendance report forms, county or tribal staff must complete the entry in CCPI. Attendance must be reported in CCPI in order for a child care provider to receive reimbursement from the Wisconsin Shares program.

In CCPI county or tribal staff:

- enter attendance for providers that report attendance on paper forms,
- change a provider's attendance reporting confirmation status,
- confirm attendance that child care providers have reported in CCPI,
- change the child care provider's attendance reporting mode, and
- view reports.

Request Access to CCPI

Follow the same instructions for obtaining access to CSAW; refer to the CSAW Basics User Guide.

County and tribal staff that has a CARES ID only needs to complete form DCF-F-DWSW-13358-e.

System Availability

Standard Hours of Operation

Day	Start	End
Monday	6:30 AM	10:00 PM
Tuesday	6:30 AM	10:00 PM
Wednesday	6:30 AM	10:00 PM
Thursday	6:30 AM	10:00 PM
Friday	6:30 AM	10:00 PM
Saturday	6:30 AM	3:00 PM

An announcement on the CCPI home page will inform you when CCPI will not be available on Saturdays.

Logging into CCPI

You will receive an email to notify you when the account has been activated.

To log into CCPI select the link to CCPI from the Income Maintenance / Workforce Development Systems Gateway page. <https://prd.cares.wisconsin.gov/#>

Enter the User ID and Password. Remember that the User ID and Password must have the exact characters you entered on the DWD Account Creation form. When you have successfully entered the User ID and Password, the next page will be the main page for accessing

information about the child care. We will call it the CCPI Home Page, more on this in a later section.

Confidentiality and Passwords

The information contained in CCPI is confidential and users must be aware of this when using CCPI. All registered users must:

- **Log out of CCPI and close the browser when you are not using CCPI.** Logging out and closing the browser will prevent unauthorized people from entering or viewing information in CCPI.
- **Not share the User ID with other staff.** Each staff member must have his/her own User ID.

Troubleshooting User IDs and Passwords

- **If you have entered the incorrect User ID and/or Password**, the login window will refresh and you are not able to get into the program. *Remember that Passwords are case sensitive and must be entered exactly as you entered them when you registered.*
- **If you have forgotten the Password but remember the User ID and the answer to the Password reminder question**, you will have to change the Password. To do this:
 - a) Log onto the DWD/Wisconsin Login 'Account Management' screen at: <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
 - b) Under "Customer ID Menu" heading, click on "Forgot the account information?"
 - c) Enter the email address that you used to create the CCPI user account on the 'DWD/Wisconsin Logon ID/Password Recovery Process' page.
 - d) Then go to the email inbox to access the email. The email will have a link to the "secret question" that you entered when you created the account. Enter the correct answer and hit "submit." If the answer was correct, you now can change the password.
- **If you have forgotten the User ID, or if you have forgotten both the Password**, you will need to contact the DWD Service Desk at (608) 266-7252 and request the password to be reset.

Changing Your Password

You can change your password at any time. To change the password, follow these steps:

- a) Log into the DWD/Wisconsin Logon Management System page at <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
- b) Under "Customer ID Menu" heading on the right, click on "Password Management."
- c) Enter the old and new passwords and hit the *submit* button. You should see a message: 'DWD/Wisconsin Logon password was successfully updated'

Changing the Email Address on Your CCPI Account

If your email address is changed, you can update the address in CCPI by following these steps:

1. Log into the DWD/Wisconsin Logon Management System page at <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
2. Under "Customer ID Menu" heading on the right, click on "Profile Management"
3. Enter the user ID and password. You will be taken to "Change Account Information" page. Make the changes and hit "Submit."

Ending Access to CCPI

The CCPI access must be ended in the following situations:

1. An employee terminates employment.
2. DCF Security revokes the user's access if it has been brought to their attention that a user has been sharing his/her user ID with others.

CCPI Home Page

Child Care: Child Care Home [Logout](#)

Home | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [WISCCRS](#) | [YoungStar](#)

Welcome to the Child Care Provider Information Home Page

Announcements	
Statewide	Des
Updated Authorization Notices 7/20/2015 Technical Assistance Memo DECE-BELP-2015-03 introduced changes to the Child Care Provider and Parent versions of Authorization Notices. All authorization notices issued beginning on June 29, 2015 no longer display the child care provider's price or the parental copayment that has been reduced from the Wisconsin Shares payment. Other important changes to the text include changes to Rights and Responsibilities and Appeal Rights. More...	No Agency/Tribe announcements for you at this time. Please click on the Announcements link to view all announcements.

[Provider Information](#)
Here you will find information about current, past, and future authorizations which have been established for your child care center. Through this link, you will also be able to view details about payments made to your center. Finally, you can review specific information unique to your center which is used in the Child Care Subsidy System such as regulation status, accreditation, rates, ages of children served, address, telephone numbers, etc.

[Announcements](#)
This section will highlight specific announcements relating to the Child Care Subsidy System (e.g. changes in mailing dates due to federal holidays, special actions due to changes in the federal poverty level, etc.), other statewide items of interest, along with county/tribal announcements of interest to providers in those areas.

[Reports](#)
In addition to viewing much of this information on your computer screen, a number of reports can be requested and printed which summarize the authorization and payment records for you.

The CCPI Home Page provides links to each section of the site, along with an explanation of each section. At the top of the page is a blue navigation bar with tabs for each section that you can access from that page. The blue navigation bar only displays areas of the website that you have access to. This is the main navigation bar, from which you can jump to various sections of the web site. By clicking on the tabs on the navigation bar, you can view Provider Information, Announcements, Frequently Asked Questions, Reports, and the User Manual link will return you to the CCPI Training page.

Navigating CCPI

Command buttons in the CCPI system are *Search*, *Submit*, *Add*, or *Save* buttons. The system does **not** execute the commands if you leave the page without clicking them. You must click submit for the system to save the data input.



Scroll Icon: To view history



Pencil Icon: To enter attendance



Warning Icon: To indicate an upcoming change or a recent change

Session Timing Out

CCPI will automatically time out if you are inactive in the program for 45 minutes. The reason for this functionality is to protect confidential information in CCPI; some child care providers use the public library to access CCPI. If the session has timed-out, you must re-enter the User ID and Password.

Viewing Provider Information

From the CCPI home page select the link to Provider Information. The Query Provider screen will be displayed.

Query Provider
 Quick Link to Attendance To access the attendance page check this box and enter the Provider # and Location #.
Authorization Worker Filter by Auth Worker ID - When quick link to attendance is selected.

 Advanced Search Check this box to get a listing of crossmatches based on the Business and Individual Name.
 Display All Locations Check this box to include invalid locations in the search results.
Provider Number (Enter 10 Digits)
Location Number
Tax ID Number (Enter 9 Digits)
Facility ID

Name search method Starts With Sounds Like Exact
First Name
Last Name
Business Name
Location Name
Payee Name

 [Search by Location Address](#)

The search functions and options are the same as in CSAW.

Search Results

In the following example, the word, "little" was entered in the Business Name field. The system returns a list of possible matches.

List Of Possible Matches									
Showing <input type="text" value="10"/> records per page									
Page 1 of 9 - Records 1-10 of 84 Next > Last >									
Provider #	Locn #	Attd	Valid Locn	Active Category	Facility ID	Tax ID	Individual Name	Business Name	Location Name, Payee Name & Address
0800035740	001		Yes	No		F 238848888		Little Bo Peep	Little Bo Peep 900 S Main St Milwaukee WI 53212
0800035820	001		Yes	No		F 469803219		Little Tykes Daycare	Little Tykes Daycare School St Madison WI 53703
0800035930	001		Yes	No		F 234849284		Little Rabbit	Little Rabbit 1212 Lewis Dr Milwaukee WI 53212
0800036880	001		Yes	No		F 276548960		Little Ones Daycare	Little Ones Daycare Little Ones Daycare 456 Main Milwaukee WI 53788

By selecting a provider number, the Provider Location Details page is displayed.

Location Details

Child Care: Provider Location Details





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Location

- [Location List](#)
- [Location Details](#)
- [Confirmation Option](#)
- [License/Certification](#)
- [CCPI User\(s\)](#)
- [Correspondence](#)
- [YoungStar Details](#)

Attendance

- [Enter Attendance](#)
- [To Do List](#)
- [Weekly Summary](#)

Little Bo Peep
Location Little Bo Peep #001
 900 S Main St
 Milwaukee WI 53212

Provider Number 0800035740

Provider Location Details

Headquarters Yes

Contact Name

Payment To Little Bo Peep
Payment Made By Check
Payments Will Actually Be Sent To Issued To Local Provider
 900 S Main St
 Milwaukee WI 53212

The navigation menu on the left side of the screen allows you to access information regarding the location and to Wisconsin Shares Child Care authorizations for the location.

From this page you can:

- View *Licensing/Certification* information,
- Find all the authorized *CCPI Users* for the location,
- See all *Correspondence* from DCF that has been issued to a location, and
- View *YoungStar* information about a location.

Key fields on the Provider Location Details page:

Field Name	Description
Business Name	The Provider's Business name is displayed in bold if the provider/center is operating with a Federal Employer Identification Number (FEIN). If the provider is operating the business with his/her SSN, the provider's First and Last name is displayed.
Location	For licensed providers, the facility name is displayed in this field. For certified providers, the regulatory agency the provider's first and last name.
Address	The address displayed on the provider's license or certificate is displayed here. Errors in the address must be reported to the Licensing or Certification staff.
Contact Phone	Phone number to the facility/provider's home is displayed here. If the phone number is incorrect, the provider must contact the Licensor or Certifier to have this corrected. The county child care coordinator cannot change this number.
Provider Number	The system assigns a 10-digit provider number to every certified or licensed provider.
Facility Name	Facility ID on the license issued by DCF is displayed here. This field is not displayed for certified providers.
Licensor Name	ID of the licensing specialist who monitors the day care program. This information comes from WISCCRS. This field is not displayed for certified providers. WISCCRS is the automated system that is used by licensing and certification staff to record regulatory information.
Certifier Name	The name of the Certification specialist that monitors the facility. This field is not displayed for licensed providers.

License/Certification

To access information on the current regulation status of the location, click on the *License/Certification* tab in the left-side navigation menu.

By default, the current date is displayed in the "date" field and, the regulation status that is displayed is the current status. From this main Regulation Information page, by entering a date in the field provided, you will also be able to view historical regulation data as of that date, including:

- The regulation type of a location,
- County/tribal maximum rates for the regulatory type,
- Private-pay prices for child care that have been reported to the County/Tribe (licensed programs only), and
- Accreditation status of the location.



Logout



- Location**
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- License/Certification**
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- [Request Paperless Attendance](#)
- [Print Attendance Report Form](#)
- [Request Vacation](#)
- [Track Sick Time](#)
- [Reports](#)
- Authorizations**
- [Authorizations](#)
- [Reports](#)
- Payments**
- [By Date](#)
- [By Quarter](#)
- [By Family/Child](#)
- [Overpayments](#)
- [1099 Summary](#)
- [Reports](#)

Patty Cake Day Care
 Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
 Contact Phone 608-231-2632

Provider Number 8800039458
 Facility Number 1122435
 Facility Name Patty Cake 1
 Licensor Name Stephen Vakil
 Certifier Name

Search

View Information For * 4/11/2013

Regulation Information

Regulation	Status	Effective Period
Licensed Group	Approved	05/02/11

County Rate

From Age	To Age	Maximum County Rate (Hourly)	Maximum County Rate (Weekly)
00 Years 00 Months	01 Years 11 Months	\$4.63	\$162.00
02 Years 00 Months	03 Years 11 Months	\$4.14	\$145.00
04 Years 00 Months	05 Years 11 Months	\$4.00	\$140.00
06 Years 00 Months	12 Years 11 Months	\$4.08	\$142.88

Regular Rate

From Age	To Age	Begin Date	End Date	Rate
0 Years 0 Months	12 Years 11 Months	05/01/11		\$300.00

Age Served

From Age	To Age	Begin Date	End Date
0 Year(s), 0 Month(s), 0 Week(s)	17 Year(s), 11 Month(s), 0 Week(s)	05/02/11	11/30/11
0 Year(s), 0 Month(s), 0 Week(s)	13 Year(s), 0 Month(s), 0 Week(s)	12/01/11	

Accreditation

Accreditation Name	Begin Date	End Date
National Association For The Education Of Young Children (Naeyc)	05/02/11	

Hours of Operation

Effective Date	From Month	To Month	Day	Time	Capacity	Night Time Capacity
12/01/11	January	December 30				0
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday Saturday
	6:00 AM					
	To					
	6:00 PM					
05/06/11	January	December 30				30
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday Saturday
	6:00 AM	6:00 AM	6:00 AM		6:00 AM	6:00 AM
	To	To	To		To	To
	6:00 PM	6:00 PM	6:00 PM		6:00 PM	6:00 PM
12/15/10	January	December 30				0
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday Saturday
	5:00 AM	5:00 AM	5:00 AM		5:00 AM	5:00 AM
	To	To	To		To	To
	6:30 PM	6:30 PM	6:30 PM		6:30 PM	6:30 PM

Key fields on this page:

Search Heading	
View Information for	The date is defaulted to the current date. If you wish to view past regulatory information, please change the date in the "search" section and hit the <i>Search</i> button.
Regulation Information Heading	
Regulation	<p>This field displays the regulatory status of the provider/center. The regulatory types are:</p> <ul style="list-style-type: none"> • Licensed Group: Center serving 9 or more children • Licensed Family: A family center serving 4-8 children • Regular Certified: Family providers serving 1-3 children • Provisionally Certified: Family providers serving 1-3 children. No training required. • Certified School Age: Programs serving children over age 7 only. • Public School Program: A program operated by a Public School District.
Status	If the provider/center has active regulatory status, 'approved' is displayed. If the provider/center has been revoked 'Lic/Cert Revoked' will display.
Effective Period	Licensed centers will have the licensing effective displayed without an expiration date. Certified providers will display certification period with begin and end date.
County Rate:	These are the maximum subsidy rates paid in the county/tribe (where the provider/center is located) for the regulatory type
From Age	The beginning age of the rate.
To Age	The age the rate is effective through. Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good through the 11 th month (to the date the child turns 2 years).
Maximum Hourly Rate	This is the maximum hourly rate that the county/tribe pays for the age group.
Maximum Weekly Rate	This is the maximum weekly rate that the county/tribe pays for the age group.
*Regular Rate:	This section shows the prices the provider/center charges private pay clients (displayed for licensed centers only).
From Age	The child's age the provider's price is effective from.
To Age	<p>The age the provider's price is effective through.</p> <p>Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good through the 11th month (to the date the child turns 2 years).</p>
Begin Date	The date the price becomes effective.
End Date	For the current prices, the field is blank. If there is a date here, it is the end date of old rates and should match the begin date of new rates.

Rate	The weekly rate the provider has reported to the regulatory agency and charges the for private pay children (children not enrolled in the subsidy program).
Part-time Rate	This section shows the prices the provider/center charges private pay clients (displayed for licensed centers only).
This rate is used for children with authorizations for less than 25 hours per week. This rate is mandatory for providers/centers that care for subsidized children over 7 years of age who are authorized for 20 hours or fewer per week. An authorization cannot be written for a school aged child who needs a part time authorization if there are no part time rates for that provider in the system. If the provider has not submitted part time rates the county agency may calculate one or contact the provider to obtain one.	
From Age	The age at which the provider's price is effective begins.
To Age	The age the provider's price is effective through. Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good through the 11 th month (to the date the child turns 2 years).
Begin Date	The date the price became effective.
End Date	For the current prices, the field is left blank.
Rate	The weekly rate the provider charges the private pay children.
Accreditation	If the provider/center is accredited, this heading is displayed.
<p>NOTE: The subsidy system increases the county maximum rate by 10% when calculating authorizations for accredited Out of State child care providers. The qualifying accreditation bodies are:</p> <ul style="list-style-type: none"> • Licensed Group: NAEYC; NAC; COA; NECPA; NAA • Family Providers: NAFCC; CDA • School Age Programs: NAA <p>The provider/center is responsible for faxing the accreditation information to the Child Care Information Center at 608-224-6178.</p>	
Begin Date	The date the accreditation information is entered into the system (we do not back date this information when it is provided late).
End Date	The date the accreditation expires.

CCPI Users

This link will display the CCPI Users at the child care provider location with CCPI access.

Child Care: CCPI User List

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Location

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CCPI User(s)

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Attendance

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Dolly Winthrop
 Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
 Contact Phone 608-555-1212

Provider Number 6800039526
 Facility Number 1122500
 Facility Name Dolly's House
 Licensor Name
 Certifier Name

CCPI User List

Showing records per page
 Page 1 of 1 - Records 1-3 of 3

User Name	User ID	Type of Access	Email	Access Granted	Last Login Date
Karalyn Kratowicz	karaprovider2	A:Update Attd, View ATTD		11/8/2011 10:53:51 AM	2/2/2012 10:29:44 AM
Praba Jaya	prabaja50	A:Update Attd, View ATTD		2/1/2012 10:23:28 AM	2/2/2012 10:07:58 AM
Rose Prochazka	providertestid	A:Update Attd, View ATTD		11/12/2012 5:48:45 PM	5/28/2013 12:08:13 PM

Showing records per page
 Page 1 of 1 - Records 1-3 of 3

Notice that all the staff at this location has both Update and View Attendance access.

Correspondence

From the Correspondence link in the Navigation menu at the left of the page, you can view all correspondence from DCF to a location. Select the View link to see the correspondence.

Location

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CCPI User(s)

Correspondence

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Attendance

[Enter Attendance](#)
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Dolly Winthrop
 Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
 Contact Phone 608-555-1212

Provider Number 6800039526
 Facility Number 1122500
 Facility Name Dolly's House
 Licensor Name
 Certifier Name

View Information From To

List of Correspondences

Mailing Date	Description	View
5/29/2013	Notification Of Child Care Attendance Mode Change	View
5/14/2013	Child Care Authorization Information	View
4/30/2013	Child Care Authorization Information	View
4/23/2013	Child Care Authorization Information	View
4/22/2013	Notification Of Child Care Attendance Mode Change	View

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YoungStar Details

From the YoungStar link in the Navigation menu you can find the provider's YoungStar information.

<p>Location</p> <p>Location List</p> <p>Location Details</p> <p>Confirmation Option</p> <p>License/Certification</p> <p>CCPI User(s)</p> <p>Correspondence</p> <p>YoungStar Details</p> <p>Attendance</p> <p>Enter Attendance</p> <p>To Do List</p> <p>Weekly Summary</p> <p>Biweekly Summary</p> <p>Attendance Entry Options</p> <p>Search by Case Number</p> <p>Request Payment For Absence</p> <p>Request Paperless Attendance</p>	<p>Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212</p>	<p>Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name</p>																		
	YoungStar Details																			
	<p>Current Participation Status: Participant</p>	<p>Anniversary Date: Will be available when first rating is approved</p>																		
	<p>Current Star Level: Not Rated</p>																			
	Participation Details																			
	<table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Participation Status</th> </tr> </thead> <tbody> <tr> <td>03/31/13</td> <td></td> <td>Participant</td> </tr> <tr> <td>08/12/12</td> <td>03/30/13</td> <td>Not Participating</td> </tr> <tr> <td>08/02/12</td> <td>08/11/12</td> <td>Not Participating*</td> </tr> <tr> <td>08/01/11</td> <td>08/01/12</td> <td>Participant</td> </tr> <tr> <td>01/01/10</td> <td>07/31/11</td> <td>Not Participating</td> </tr> </tbody> </table>		Begin Date	End Date	Participation Status	03/31/13		Participant	08/12/12	03/30/13	Not Participating	08/02/12	08/11/12	Not Participating*	08/01/11	08/01/12	Participant	01/01/10	07/31/11	Not Participating
	Begin Date	End Date	Participation Status																	
	03/31/13		Participant																	
	08/12/12	03/30/13	Not Participating																	
	08/02/12	08/11/12	Not Participating*																	
08/01/11	08/01/12	Participant																		
01/01/10	07/31/11	Not Participating																		
Rating Details																				
<table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Star Level</th> </tr> </thead> <tbody> <tr> <td>08/12/12</td> <td></td> <td>Not Rated</td> </tr> <tr> <td>11/01/11</td> <td>08/11/12</td> <td>☆☆☆☆☆</td> </tr> </tbody> </table>		Begin Date	End Date	Star Level	08/12/12		Not Rated	11/01/11	08/11/12	☆☆☆☆☆										
Begin Date	End Date	Star Level																		
08/12/12		Not Rated																		
11/01/11	08/11/12	☆☆☆☆☆																		

Reporting Attendance for Reimbursement

Wisconsin Shares attendance reporting periods are two weeks in length. You can find the attendance periods on the Wisconsin Shares Webpage on the CCPI page:

<http://dcf.wisconsin.gov/wishares>

The screenshot shows the Wisconsin Shares CCPI page. The navigation bar includes links for 'Find Child Care', 'Report Fraud', 'Become a Foster Parent', and 'Report Child Abuse'. The breadcrumb trail is 'Home > Child Care > WI Shares > CCPI'. The main heading is 'Child Care Provider Information (CCPI)'. A callout box says 'You will find several helpful resources here.' The 'Resources' sidebar is highlighted with a red box and contains the following links: '2013 Attendance Periods', '2012 Attendance Periods', '2011 Attendance Periods', 'User Help', 'CCPI Guide/ Training', 'Informational Flier', and 'Online Availability Calendar'. Below the heading, there is an 'Attention CCPI Users!' section with a notice about changes to the attendance process effective 4/12/10, and a 'CCPI Attendance Modes Demonstration' section with links to 'Module 1', 'Module 2', and 'Module 3'.

And also on the Wisconsin Shares Main page: <http://dcf.wisconsin.gov/wishares>

In most circumstances, the time child care providers report for reimbursement from the Wisconsin Shares program will be the same hours the child was in attendance as recorded on the sign-in sign-out sheets. However, there are some situations where providers should not report time for reimbursement from Wisconsin Shares including the following situations:

- Child care is provided above the provider's regulated capacity;
- Child care is provided outside of the provider's regulated hours or days of operation;
- The parent is paying for the care him or herself or the provider is not requesting payment for the care;
- The child is in shared placement and the attended time is for care provided when the child is not with the parent with the Wisconsin Shares subsidy.

When the sign-in sign-out sheets contain more hours than reported on CCPI due to the above situations, the provider must document the reasons by attaching the information to the sign-in sign-out sheets.

Attendance Confirmation Options

Specific Provider- Location Confirmation

Child Care: Location Attendance Confirmation Option List




[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [WISCCRS](#) | [YoungStar](#)

Location

- [Location List](#)
- [Location Details](#)
- [Confirmation Option](#)
- [License/Certification](#)
- [CCPI User\(s\)](#)
- [Correspondence](#)
- [YoungStar Details](#)

Attendance

- [Enter Attendance](#)
- [To Do List](#)
- [Weekly Summary](#)
- [Biweekly Summary](#)
- [Attendance Entry Options](#)

Josie Lynch
Location Josie's Day Care #001
 123 Main St
 Milwaukee WI 53203
Contact Phone 565-021-2510

Provider Number 1800039701
Facility Number 1122682
Facility Name Josie's Day Care
Licensor Name
Certifier Name

List of Location Attendance Confirmation Option

Showing records per page
Page 1 of 1 - Records 1-1 of 1

Begin Date	End Date	Confirmation Required Indicator	Updated Date	Updated User ID	Comments
02/24/13		Yes	02/19/13	XCTD03	View History

Showing records per page
Page 1 of 1 - Records 1-1 of 1

[New Location Attendance Confirmation Option](#)

In this example the child care provider was switched to location confirmation on 2/24/13. Select the link for *New Location Attendance Confirmation Option* to change this provider's confirmation option.

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Josie Lynch Location Josie's Day Care #001 123 Main St Milwaukee WI 53203 Contact Phone 565-021-2510	Provider Number 1800039701 Facility Number 1122682 Facility Name Josie's Day Care Licensor Name Certifier Name
---	---

New Location Attendance Confirmation Option

Begin Date * ▼

End Date ▼

Location Confirmation Option * ▼

Comments

0 of 300 characters.

Enter a Begin Date and an End Date, select Yes or No from the Location Confirmation Option drop down box. Enter comments to explain the decision.

County-Wide Provider Confirmation

When a county has selected to confirm all attendance reported in CCPI by child care providers in their county, they are known as a Confirmation Agency. This information is located in the Admin tab of the blue navigation bar. By selecting the Admin tab, a County Settings page is displayed.

Child Care: County Settings

[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [WISCCRS](#) | [YoungStar](#)

County Settings

County * ▼

Effective Begin Date ▼

Effective End Date ▼

This page is used by Bureau of Early Learning and Policy staff to change the agency confirmation settings. The decision to be a confirmation agency or not is made at the local

level. When the decision to be a non-confirmation agency is made, all attendance entry reported by child care providers in CCPI may be reimbursed without a review of accuracy by local agency staff.

Josie Lynch Location Josie's Day Care #001 123 Main St Milwaukee WI 53203 Contact Phone 565-021-2510		Provider Number 1800039701 Facility Number 1122682 Facility Name Josie's Day Care Licensor Name Certifier Name													
Search Attendance Period Date: 6/29/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> <input type="button" value="Search >"/>															
Click Here to go to location details page without saving attendance information.															
Attendance for the Period 06/23/2013 to 07/06/2013															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Web, Jody	Web, Katie	4150746443	A	30	XCTR35	N/A	N/A		<input type="text"/>	N/A	<input type="text"/>	N/A	<input type="checkbox"/>	N/A	NR

In this example, confirmation is not required. Week 1 indicates N/A, meaning *Not Available* and week 2 indicates NR, meaning *Not Required*. The reason week 1 is N/A is because in this case the authorization did not start until week 2.

Attendance Confirmation

Attendance is confirmed by agency staff on the attendance reporting screen in CCPI. Attendance is confirmed child-by-child, for each week of the two-week attendance period.

When the provider has entered attendance the confirmation field becomes updateable and will display a "N" to indicate that attendance has not yet been confirmed. The confirmation worker enters a "Y" in the confirmation field for each child for each week of attendance.

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
March, Mandy	March, Mary	1700483315	E	45	XCTD50	N/A	N/A		<input type="text"/>	N/A	<input type="text"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After the attendance has been confirmed, the child care provider can no longer update the attendance; however, the confirmation worker can modify or delete attendance up until the issuance cycle has run.

The confirmation field will be blank if the provider has not entered attendance for that period.

After the provider has completed attendance for an attendance period, the provider will appear on the "Attendance to be Confirmed" report in CCPI.

Attendance Confirmation in the Daily and In/out Modes

To confirm the attendance, click the “Biweekly Summary” link in the left-side navigation menu. Then click on the *Confirm Attendance* check boxes on the right side of the screen.

The screenshot shows a web application interface with a dark blue header containing the text "Home | Provider Information |". On the left side, there is a vertical navigation menu with several sections: "Location" (with sub-links: Location List, Location Details, Confirmation Option, License/Certification, CCPI User(s), Correspondence, YoungStar Details), "Attendance" (with sub-links: Enter Attendance, To Do List, Weekly Summary, Biweekly Summary, Attendance Entry Options). The "Biweekly Summary" link is circled in red. On the right side, there are two main content areas. The top one is titled "Patty Cake Day Care" and contains the following text: "Location Patty Cake 1 #001", "123 Main St", "Anytown WI 45454", and "Contact Phone 608-231-2632". The bottom one is titled "Provider Location Details" and contains the following information: "Headquarters Yes", "Contact Name Patricia Carrington", "Payment To Patty Cake Day Care", "Payment Made By Check", "Payments Will Actually Issued To Headquarters", and "Be Sent To 123 Main St Anytown WI 45454".

The “Biweekly Summary” page displays the same way as shown in the Weekly Attendance reporting mode shown previously.

Changing Attendance Entry Modes

The default for all attendance reporting is the Weekly Mode; however County and Tribal Child Care Coordinators may change the provider's attendance reporting mode. The change is made in CCPI on the Attendance Entry Options page.

From the Attendance Entry Options page you may select, Weekly, Daily, or, Check-In Check-out (often referred to as the "in and out" mode). Please see Chapter 3 of the Wisconsin Shares Policy Manual for guidelines for changing the attendance reporting mode. A written notice is generated in CCPI and is mailed to the child care provider at least one week in advance of the new reporting mode. It is important for the local agency to ensure that the child care provider has been given the CCPI User Guide for Child Care Providers if they will be entering attendance in CCPI.

Child Care: Attendance Entry Options Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | WISCCRS | YoungStar

<p>Location</p> <p>Location List</p> <p>Location Details</p> <p>Confirmation Option</p> <p>License/Certification</p> <p>CCPI User(s)</p> <p>Correspondence</p> <p>YoungStar Details</p> <p>Attendance</p> <p>Enter Attendance</p> <p>To Do List</p> <p>Weekly Summary</p> <p>Biweekly Summary</p> <p>Attendance Entry Options</p> <p>Search by Case Number</p>	<p>Josie Lynch</p> <p>Location Josie's Day Care #001 123 Main St Milwaukee WI 53203 Contact Phone 565-021-2510</p> <p>Provider Number 1800039701 Facility Number 1122682 Facility Name Josie's Day Care Licensor Name Certifier Name</p>
---	--

Attendance Entry Option Details

Attendance Entry Option *

Effective Begin Date *

Weekly Attendance Hours
Daily Attendance Hours
Daily Check-In Check-Out Time

Attendance Entry Options Summary

Showing 10 records per page
Page 1 of 1 - Records 1-1 of 1

Effective Begin Date	Effective End Date	Attendance Entry Option	Updated User ID
07/21/13		Daily Attendance Hours	XCTD03

Showing 10 records per page
Page 1 of 1 - Records 1-1 of 1

The effective begin date must be in the future, to allow the provider a two week notice that the attendance reporting mode has been changed.

Dolly Winthrop
Location Dolly's House #001
11055 Zwettler Rd
Blue Mounds WI 535179608
Contact Phone 608-555-1212

This provider was changed to reporting in the In/Out Mode on 5/12/13. You can also view history on this page by following the scroll icon.

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licenser Name
Certifier Name

Attendance Entry Options Summary

Showing records per page
Page 1 of 1 - Records 1-2 of 2

Effective Begin Date	Effective End Date	Attendance Entry Option	Updated User ID	
05/12/13		Daily Check-In Check-Out Time	XCTD03	
08/05/12	05/11/13	Daily Attendance Hours	XCTD03	

Showing records per page
Page 1 of 1 - Records 1-2 of 2

Three Attendance Reporting Modes

Local agency staff must enter attendance into CCPI for child care providers that report attendance using paper attendance report forms (ARFs).

1. **Weekly Mode:** Enter the total number of hours the child attended for the week. Entry is done after the attendance period has passed.
2. **Daily Mode:** Enter the exact daily hours and minutes and the system adds the daily hours and minutes for a weekly total. Entry can be done for the current date and for past dates.
3. **In/Out Mode:** Enter the actual arrival and departure times for each child and the system calculates the weekly total. Entry can be done for the current date and for past periods.

Attendance Entry

From any page in CCPI, see the Navigation Menu at the left side of the screen and find the Blue Attendance Banner, find *Enter Attendance*. Select the *Enter Attendance* link on the left side of the screen.

The screenshot displays the 'Child Care: Provider Location Details' page. At the top, there is a navigation bar with a 'Logout' button and a state seal. Below the navigation bar is a menu with links: Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | WISCCRS | YoungStar. The main content area is divided into two sections. The left section is a navigation menu with a blue header 'Attendance' and a red circle around the 'Enter Attendance' link. The right section is titled 'Provider Location Details' and contains the following information:

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
---	---

Below this table is another section titled 'Provider Location Details' with the following information:

Headquarters Yes
Contact Name Patricia Carrington
Payment To Patty Cake Day Care
Payment Made By Check
Payments Will Actually Issued To Headquarters
Pa. Sent To 123 Main St

Sort Records for Attendance Reporting

Select the *Enter Attendance* link to go directly to attendance entry page. The default is to display the records by case number, but you can sort the children by name, or age and by Attendance Period/Week. When you've made the sort selections, hit the Search button.

The screenshot displays a web interface for attendance reporting. At the top left, it shows details for 'Patty Cake Day Care', including its location and contact information. On the top right, it lists provider and facility numbers, facility name, licensor name, and certifier name. Below this is a search section with a date field set to '4/27/2013', a 'Sort by' dropdown menu, and a 'Search >' button. The 'Sort by' dropdown is open, showing options like 'Case Number, PIN', 'PIN, Case Number', 'Last Name, First Name', 'Authorization Worker', and 'Date of Birth'. A red box labeled 'Drop down menu.' points to the dropdown. Red circles highlight the 'Attendance Period Date' field, the 'Sort by' label, and the 'Search >' button. At the bottom, there is a partial label 'Attendance for t... to 04/27/2013'.

Patty Cake Day Care		Provider Number 8800039458
Location Patty Cake 1 #001		Facility Number 1122435
123 Main St		Facility Name Patty Cake 1
Anytown WI 45454		Licensor Name Stephen Vakil
Contact Phone 608-231-2632		Certifier Name

Search

Attendance Period Date: 4/27/2013

Sort by: Case Number, PIN

Authorization Worker ID (Optional):

Search >

[Click Here](#) to go to location details page without saving attend

Attendance for t... to 04/27/2013

The Weekly Mode

Attendance Entry

Patty Cake Day Care
 Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
 Contact Phone 608-231-2632

Provider Number 8800039458
 Facility Number 1122435
 Facility Name Patty Cake 1
 Licensor Name Stephen Vakil
 Certifier Name

Enter the total hours for each week.

Search

Attendance Period Date: Sort by: Authorization Worker ID (Optional):

[Click Here](#) to go to location details page without saving attendance information.

Attendance for the Period 03/31/2013 to 04/13/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Silverado, Sten	Silverado, Chevy	1700470019	A	35	XCTR34	<input style="width: 40px;" type="text"/>	N/A		<input style="width: 40px;" type="text"/>	N/A		N/A	<input type="checkbox"/>	NR	NR

Week 1
Week 2

To enter attendance details for a specific child, enter the weekly total in the *Reg Hrs* box for each week of the attendance period. Enter the School Closing hours in the *Sch Hrs* field (if applicable).

All of the regularly authorized hours must be used before you enter *Sch Hrs*.

Attendance periods always begin on Sunday and end on Saturday.

Rounding in the Weekly Mode

Licensing and certification rules require the provider to record actual arrival and departure times. It is recommended that the parent signs the in and out time in hours and minutes. Attendance reporting for Wisconsin Shares subsidy reimbursement requires child care providers to add up the total hours for each day and round each day to the nearest full or half hour and enter the total for the week into the weekly total field.

Example:

Child attends 8 hours and 10 minutes: Round down to 8 hours.

Child attends 8 hours and 15 minutes: Round up to 8.5 hours.

Child attends 8 hours and 45 minutes: Round up to 9 hours.

Weekly = 25.5

In this example, 26 will be the amount entered into CCPI; round up to the nearest full hour.

Key fields on the Weekly Attendance Reporting page:

Search	
Attendance Period Date	The most current 2 week attendance period is displayed. To view/enter attendance details for a past date, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click "Search" to continue.
Sort by	This drop-down field allows you to sort the children by Case and PIN number, Last Name/First Name, Authorization Worker, or Date of Birth.
Authorization Worker ID (Optional)	The 4 th option is to sort the records by Authorization Worker. If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the "Authorization Worker ID" field and click on Search.
Lower section of the page	
Attendance Period	This shows a date within the attendance period that you are viewing. The default date is the first Sunday of the prior attendance period. The default is to display the most current attendance period. The attendance period is not available until Monday after the attendance period has ended.
Child's Name	Names of children who have authorizations for the specified attendance period are listed under this heading. By selecting the child's name link you can view the history of attendance entry for a specific child.
Primary Person's Name	The name of parent or guardian is displayed.
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Auth Worker	The user ID of the authorizing worker is displayed here.
Reg Hrs	Regular hours: Enter the actual number of hours that the child was in care for the first and/or second week of the attendance period. If N/A is displayed, the child does not have a regular authorization (usually school age children who have a 0-hour authorization to cover school closed hours). If the field is not updatable, the payment has already been issued so the hours can no longer be modified.
Sch Hrs (School Closed Hours)	Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Enter the number of hours that the child attended because of school closings. Regular Hours must be exhausted before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at the full time rate. If the program has a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate. If N/A is displayed in this column, the child is not a school age child.
Override	This field is used to request an adjustment to a payment (i.e., paying more hours than authorized for an attendance-based authorization, or paying more or less than the weekly authorized amount for an enrollment-based authorizations) This field can only be updated by county agency workers; however, providers can view details on an override entered by a subsidy worker. If Override is displayed

	in this column, the can click on the field and choose 'View' to see details on the override. Click 'submit' to access the override page. If 'no' is displayed, there is no override.
Del Attd	Delete Attendance: This field is used to delete incorrect attendance entries for the row before the attendance period has been paid. To delete a row of attendance, click inside the <i>Del Attd</i> box. This will delete the entered attendance for the specific child, if the attendance has <u>not</u> yet been paid. This box is only available for rows that have attendance entered but reimbursement has not been processed.
Term Auth	Terminate Authorization: Check the box to terminate an authorization. Do this when a child is no longer attending the child care center but the authorization has not ended. The auth will end the following Saturday.
Conf Attd	Confirmation of Attendance : If the county/tribe is a 'confirmation county/tribe', the subsidy worker at the county must confirm the attendance entry before payment can be issued. If 'no' is displayed, the attendance has not been confirmed. The payment will not be issued until the county staff have confirmed it and a 'yes' is displayed. If the county worker will not review and verify the attendance entries, 'N/R' is displayed.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking 'next', you will continue to the next page.
Attendance Verification	Before hitting 'submit', you must read the text in the scroll box and confirm that the hours submitted are accurate.

Terminating Authorizations

If the child no longer attends the child care program, child care providers can terminate the authorization in CCPI. Those who use the Weekly attendance mode, terminate the authorization on the Attendance Entry page by checking the *Term Auth* box and hitting the *Submit* button. The authorization will end the upcoming Saturday.

Providers reporting in the Daily and In/Out mode can terminate the authorization on the Biweekly Summary page. The authorization will end the upcoming Saturday.

Modify/Delete Attendance

The attendance cannot be modified if the payment already been issued. If the payment cycle has not run yet, you can modify or delete attendance. Below are instructions on attendance modification/deletion:

Providers who report on the Weekly mode can modify the attendance on the Attendance Entry page, up until the local agency has confirmed the attendance (if required).

The Daily Mode

Attendance Entry

The Daily Mode requires some extra steps. The process is explained below:

Enter attendance

Access the attendance screen by clicking the *Enter Attendance* link in the left-side navigation menu. The current week will display. Below is a screen print of the **Daily Mode**.

Child Care: Enter Daily Attended Hours Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | WISCCRS | YoungStar

Dolly Winthrop
Location Dolly's House #001
11055 Zwettler Rd
Blue Mounds WI 535179608
Contact Phone 608-555-1212

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licensor Name
Certifier Name

Search
Attendance Week: 4/7/2013
Sort by: Case Number, PIN
Authorization Worker ID (Optional):
Search >

Click Here to go to location details page without saving atten

Attendance 04/13/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11	Fri 04/12	Sat 04/13	Total Hrs
Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:05	03:46	04:15	03:10	05:06	00:00	021:22

Submit >

When the *To Do* page is completed, the entries will update to the rounded amount, in this case 22 hours.

No Rounding Hours of Attendance in the Daily Mode

In the Daily mode, enter actual hours and minutes for each day. There is no need to round the entries; the system will round to the weekly total to nearest half hour

Key fields on the Daily Attendance page:

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click <i>Search</i> to continue.
Sort by	<p>You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the PIN and then by the case number. You can also sort by age, or by the Children’s last names then the Children’s first names. To create a sort, click on the arrow next to the <i>Sort By</i> box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker.</p> <p>If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the “Authorization Worker ID” field and click on Search.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and hit the <i>Search</i> button. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of Milwaukee County:</p> <p>Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p> <p>Milwaukee County:</p> <p>Choose PIN/Case Number</p>
Lower section of the page	
Attendance Week	This shows dates of the attendance week that you are viewing. The system defaults the view to the current week. If you wish to enter attendance for a past week, please change the date.
Child’s Name	Names of children who have authorizations for the specified week are listed under this heading. These will appear underlined and blue. By clicking the name, you can view the history of attendance entry for a specific child.
Primary Person’s Name	The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Week Days and Date (Sun-Sat)	<p>Enter the actual number of hours and minutes that the child was in care each day. When entering daily hours and minutes, do not use periods. If the child attends 8 hours and 15 minutes, just type “815” and then tab to the next field. The system will automatically format the hours and minutes. Also, to separate hours and minutes you may use the colon.</p> <p>After entering the attendance, you must hit the Submit button.</p>
Total Hrs	After you enter daily hours and hits Submit, the system automatically calculates the <i>Total Hours</i> .

Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking <i>Next</i> , you will continue to the next page. The system saves the entered data when you click <i>Next</i> .
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The To Do Page

After entering attendance for the **entire** attendance period has been entered, the *To Do* page must be completed; find the link on the left-side navigation menu. The system needs to know when a week's attendance is complete so payment can be processed or so that local agency staff can confirm attendance (if required). The *To Do* page displays Attendance Completed and Attendance Agreement Accepted links for each week of attendance that has been entered. If *No* is displayed in the Attendance Completed column, it means that there is uncompleted attendance for the attendance weeks. **No payments will be issued until the attendance has been marked complete.** The child care provider must click on the *No* to access the Complete Attendance page.

Location
[Location List](#)
[Location Details](#)
[Confirmation Option](#)
[License/Certification](#)
[CCPI User\(s\)](#)
[Correspondence](#)
[YoungStar Details](#)

Attendance
[Enter Attendance](#)
[To Do List](#)
[Weekly Summary](#)

Dolly Winthrop
 Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
 Contact Phone 608-555-1212

Provider Number 6800039526
 Facility Number 1122500
 Facility Name Dolly's House
 Licensor Name
 Certifier Name

Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.

Provider Attendance To Do List			
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
03/31/2013	Yes	No	NR
04/07/2013	No	N/A	N/A
04/14/2013	No	N/A	N/A

Key fields on To Do List:

Provider Attendance To Do List	
If all attendance has been completed and the provider has verified the attendance, the page will display <i>No data was found for the provider location</i> . Providers who are reporting in the Weekly mode do not use this page. If this page has not been completed, the local agency staff cannot confirm attendance (if required).	
Attendance Begin Date	This column shows the weeks of attendance that must be completed before a payment can be issued.
Attendance Completed	If "No" displays, you must access the Complete Attendance page by clicking on the <i>No</i> link. If Yes is displayed, all attendance is complete.
Attendance Agreement Accepted	The column will display the following options: <ul style="list-style-type: none"> N/A: No Agreement is needed NO: Provider must access the <i>Attendance Agreement</i> acceptance page where the provider will attest that the attendance report is accurate.

Complete Attendance

On this page, the child care provider is informing the system that attendance is complete and ready for processing. Click on the *No* link from the *To Do* page to access the Complete Attendance page. The following page will display:

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name												
Search Attendance Period Date: 3/31/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> <input checked="" type="radio"/> All <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="button" value="Search >"/>														
Check here <input type="checkbox"/> to complete all entries on this screen for which you have access. Click Here to go to location details page without saving attendance information.														
Attendance for the Week 03/31/2013 to 04/06/2013														
<input checked="" type="checkbox"/> Complete	Child's Name Silverado, Sten	Primary Person's Name Silverado, Chevy	Case Number 1700470019	Auth Type A	Auth Hrs 30	Sun 03/31 00:00	Mon 04/01 05:00	Tue 04/02 05:00	Wed 04/03 05:00	Thu 04/04 10:00	Fri 04/05 00:00	Sat 04/06 00:00	Reg Hrs 25	Sch Hrs N/A
<input type="button" value="Submit"/>														

If the child has attended all of the normally authorized hours plus additional hours due to school having been closed during the week, report the additional hours in the *Sch Hrs* field. The system automatically totals the daily hours for a weekly sum. When the child care provider is sure the hours are correct she must check the *Complete* box and hit the *Submit* button.

If the child care provider makes changes to attendance already marked *complete*, she must return to the *To Do* page, complete it, and accept agreement again for the weeks where attendance was modified. If the local agency staff make changes to attendance after the provider has marked it complete, the child care provider must again return to the *To Do* page, complete it and accept the agreement again, and the local agency staff will then be able to mark the attendance *confirmed*, if required. If local agency staff enter attendance on behalf of child care providers who are reporting attendance in the In/Out mode or the Daily mode must also complete the *To Do* page.

Key fields on the Complete Attendance page:

Search section	
Attendance Period Date	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click <i>Search</i> to continue.
Sort by	You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the PIN and then by the case number, or by age, or the Children's last names then the Children's first names. To create a sort, click on the arrow next to the "Sort By" box, select the sort type, and click on Search. The 4 th option is to sort the records by Authorization Worker.

	<p>If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the <i>Authorization Worker ID</i> field and click on <i>Search</i>.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and click on <i>Search</i>. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the <i>Provider Attendance</i> screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of Milwaukee County: Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p> <p>Milwaukee County: Choose PIN/Case Number</p>
All/Incomplete/Complete	The page is defaulted to display all attendance for the entire week. If you want to sort them to only include incomplete or complete attendance, click on the radio button of the choice.
Complete All entries	If you want to complete all attendance at once for the entire week, click on the check box below the Attendance Period Date.
Attendance for the Week of...	
Complete	If the check box is not clicked, the attendance has not been completed. To complete it, click on the check box.
Child's Name	Names of children who have authorizations for the specified week are listed under this heading.
Primary Person's Name	The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Week Days and Date (Sun-Sat)	The daily hours entered on the Attendance Entry page are displayed here. You cannot modify the attendance on this page. Modifications must be completed on the Attendance Entry page.
Reg Hrs	The system automatically totals the daily hours into this field. You cannot reduce/increase the amount. If changes are needed, they must be completed on the Attendance Entry page.
Sch Hrs (School Closed Hours)	<p>Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Enter the number of hours that the child attended because of school closings. Regular Hours must be exhausted before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at the full time rate. If the program has a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate.</p> <p>If N/A is displayed in this column, the child is not a school age child.</p>

Record Counter Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking *Next*, you can continue to the next page. The system saves the entered data when you click *Next*.

The Attendance Agreement

After the child care provider has marked the attendance complete she must click the *Attendance Agreement Accepted* link from the To Do page. On the Attendance Agreement page click on the check box below the text in the scroll field to certify that the entered attendance is accurate. This step is not required for local agency staff that enter attendance on behalf of child care providers.

Location	Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name																	
Location List Location Details Confirmation Option License/Certification CCPI User(s) Correspondence YoungStar Details	Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.																			
Attendance	Provider Attendance To Do List																			
Enter Attendance To Do List	<table border="1"> <thead> <tr> <th>Attendance Begin Date</th> <th>Attendance Completed</th> <th>Attendance Agreement Accepted</th> <th>Attendance Confirmed</th> </tr> </thead> <tbody> <tr> <td>03/31/2013</td> <td>Yes</td> <td>No</td> <td>NR</td> </tr> <tr> <td>04/07/2013</td> <td>No</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>04/14/2013</td> <td>No</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed	03/31/2013	Yes	No	NR	04/07/2013	No	N/A	N/A	04/14/2013	No	N/A	N/A			
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed																	
03/31/2013	Yes	No	NR																	
04/07/2013	No	N/A	N/A																	
04/14/2013	No	N/A	N/A																	

The Agreement:

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name											
Search Attendance Week: 3/31/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> <input type="button" value="Search >"/>													
Click Here to go to location details page without saving attendance agreement information.													
Attendance Week 03/31/2013 thru 04/06/2013													
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Reg Hrs	SCH Hrs
Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:00	05:00	05:00	10:00	00:00	00:00	25	00
I Understand That I Must Enter The Actual Hours Of Attendance For Each Child In Care On Each Child Care Attendance Report Form, Even If The Authorization Is Based On Enrollment. I Understand That I Must Notify The Local Child Care Agency If I Become Aware That A Child Is No Longer Attending The Child Care Center/Home. I Can Notify The Local Agency By Phone, In Writing Or By Entering A "T" In The Special Use Box On The Child Care Attendance Report.													
By clicking this Check box you certify that all of the reported information is complete and accurate to the best of your knowledge <input type="checkbox"/>													
<input type="button" value="Submit"/>													

The provider must scroll through the information in the text box and agree to these statements before checking the box.

Terminating Authorizations

If a child no longer attends the center, the child care provider may terminate the authorization. If the provider is reporting attendance in the Daily and In/Out mode they will use the Biweekly Summary page. The authorization will end the following Saturday.

Modifying Attendance in the Daily Mode

To modify attendance, the child care provider may go to the *Attendance Entry* page and update the hours that need to be changed. This can be done until the payment issuance has run the following Saturday or until the local agency staff has confirmed the attendance, if required.

If local agency staff make changes to attendance after the provider has marked it complete, the child care provider must again return to the To Do page, complete it and accept the agreement again, and the local agency staff will then be able to mark the attendance *confirmed*, if required.

The In/Out Mode

Enter Attendance

Access the attendance screen from the *Enter Attendance* link in the left-side navigation menu. The current week will display, but you may select previous weeks if needed.

The In/Out mode you or the child care provider may enter attendance for the current date by clicking on the specific date you want to work with or you may click on the week to enter attendance for a specific child for the week.

The *Absent* box must be checked the child was absent or the child care center was closed on that day. In the In/Out fields enter the exact time in hours and minutes that the child arrived and left the care on that day. Hit the *Submit* button when your entries for the week are complete.

Below is a snap shot of the attendance screen using the In/Out mode.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name					
Search		Sort by Case Number, PIN	Authorization Worker ID (Optional)	Search >			
Attendance Week	Prev May 2013 Next>						
	Su Mo Tu We Th Fr Sa						
Week>	28 29 30 1 2 3 4						
Week>	5 6 7 8 9 10 11						
Week>	12 13 14 15 16 17 18						
Week>	19 20 21 22 23 24 25						
Week>	26 27 28 29 30 31 1						
Week>	2 3 4 5 6 7 8						
Click Here to go to location details page without saving attendance information.							
Attendance Week 05/12/2013 To 05/18/2013							
	Sunday (05/12)	Monday (05/13)	Tuesday (05/14)	Wednesday (05/15)	Thursday (05/16)	Friday (05/17)	Saturday (05/18)
Child's Name:	Silverado, Sten		PP Name: Silverado, Chevy	Case # 1700470019	Auth Type: Attendance	Auth Hours: 30	
Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent
In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>							

In the In/Out attendance reporting mode, by selecting a specific day for which to enter attendance, the system will display two sets of In/Out. This is helpful when a child must leave for part of the day and then returns. The child does not need to be marked "school-age" in order for two sets of In/Out to be available.

Little Treasures From Heaven C
 Location Little Treasures Childcare Llc #001
 3149 Maple Valley Dr
 Madison WI 53719
 Contact Phone 608-845-3522

Provider Number 2800039492
 Facility Number 1122482
 Facility Name Little Treasures Childcare Llc
 Licensor Name Lars Licensor
 Certifier Name

Search

Attendance Week Prev **August 2014** Next>

Sort by Case Number, PIN Authorization Worker ID (Optional) Search >

Week>	Su	Mo	Tu	We	Th	Fr	Sa
Week>	27	28	29	30	31	1	2
Week>	3	4	5	6	7	8	9
Week>	10	11	12	13	14	15	16
Week>	17	18	19	20	21	22	23
Week>	24	25	26	27	28	29	30
Week>	31	1	2	3	4	5	6

[Click Here](#) to go to location details page without saving attendance information.

Monday 08/18/2014

Child's Name	Existing Hours	In	Out	In	Out	Absent	Primary Person	Case #	Authorization
Rabbitt, Bugs		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30
Rabbitt, Flopsy		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30

Several Episodes of In/Out in One Day

In the In/Out mode, multiple episodes of In/Out can be reported in one day. To do this, complete the first set of In/Out and press "submit" then return to the same day from the Enter Attendance menu and CCPI will display two additional sets of In/Out that are available for use. This feature is also available to child care providers.

Search

Attendance Week Prev **August 2014** Next>

Sort by Case Number, PIN Authorization Worker ID (Optional) Search >

Week>	Su	Mo	Tu	We	Th	Fr	Sa
Week>	27	28	29	30	31	1	2
Week>	3	4	5	6	7	8	9
Week>	10	11	12	13	14	15	16
Week>	17	18	19	20	21	22	23
Week>	24	25	26	27	28	29	30
Week>	31	1	2	3	4	5	6

[Click Here](#) to go to location details page without saving attendance information.

Monday 08/18/2014

Child's Name	Existing Hours	In	Out	In	Out	Absent	Primary Person	Case #	Authorization
Rabbitt, Bugs	3:30 PM - 5:00 PM 2:00 PM - 3:00 PM 8:00 AM - 11:00 AM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30
Rabbitt, Flopsy	3:30 PM - 5:00 PM 2:00 PM - 3:00 PM 8:00 AM - 11:00 AM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30

Do Not Round in the In/Out Mode

When exact arrival and departure times are entered, the system will calculate the daily total with minute's accuracy. This eliminates the need for rounding. When summarizing the daily hours into a weekly total, the system rounds up any minutes above 15 into the next full hour.

Key fields on the In/Out Attendance Reporting page:

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, hit the <i>Search</i> button to continue.
Sort by	<p>You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the PIN and then by the case number. You can also sort by age or by the Children's last names then the Children's first names. To create a sort, click on the arrow next to the <i>Sort By</i> box, select the sort type and hit the <i>Search</i> button. The 4th option is to sort the records by <i>Authorization Worker</i>.</p> <p>If you choose to see only the authorizations that are associated with a specific <i>Authorization Worker ID</i>, you can enter the Authorization Worker ID into the <i>Authorization Worker ID</i> field and click on Search.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and hit the <i>Search</i> button. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of-Milwaukee County: Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p> <p>Milwaukee County: Choose PIN/Case Number</p>
Attendance Week Section	
Attendance week	The most current week is displayed. Providers in In/Out mode can enter child's arrival and departure times daily if they wish, however, the payment will not be processed until the attendance period has ended.
Sunday-Saturday	The page has columns for each week day for the attendance week.
Child's name	Child's name is displayed. The name also works as a link to the Attendance History page.
PP Name	Primary Person's Name: The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
In	Enter the time of the day the child arrived at the center. Use actual hours and minutes. Example: 06:06AM enter "0606" and the system formats it to display as 6:06 AM. If the time is in the afternoon, either use 24-hour clock or enter a "p" after the time. Example: 04:11PM. Enter "0411p" and the system will automatically format it as 4:11 PM.
Out	Enter the time of the day the child left the center. Use actual hours and minutes. Example: 06:06AM enter "0606" and the system formats it to display as 6:06 AM. If the time is in the afternoon, either use 24-hour clock or enter a "p" after the

	<p>time. Example: 04:11PM. Enter "0411p" and the system will format it as 4:11 PM.</p> <p>If the child stays in the center overnight, the times must be entered for each week day. Example: A child is in care from 10pm on Monday until 6am on Tuesday morning. Enter the attendance as follows: Monday – Enter 6pm in the <i>In</i> field then enter 11:59 p.m. in the <i>Out</i> field. Then for Tuesday, enter 12:01am in the <i>In</i> field and 6 a.m. in the <i>Out</i> field.</p>
Absent	If a child is absent during a regularly scheduled day, please click the <i>Absent</i> check box.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 10 attendance records. By clicking <i>Next</i> , you can continue to the next page. The system saves the entered data when you click <i>Next</i> .

The To Do page

After entering attendance for the **entire** week, child care providers must click on the *To Do* link in the left-side navigation menu. The system needs to know when a week's attendance is complete so payment can be processed, or attendance can be confirmed by the local agency. The *To Do* page displays Attendance Completed and Attendance Agreement Accepted links for each week of attendance that has been entered. If *No* is displayed in the Attendance Completed column, it means that there is uncompleted attendance for the attendance week. **No payments will be issued until the attendance has been marked complete.**

Child Care providers must click on the *No* to access the Complete Attendance page. This step is not required for local agency staff who enter attendance on behalf of child care providers.

Watts Valley Day Care Location Watts Valley Day Care #001 2702 Monroe St Milwaukee WI 53203 Contact Phone 414-258-7110	Provider Number 4800039704 Facility Number 1122684 Facility Name Watts Valley Day Care Licensor Name Certifier Name		
<p>Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.</p>			
Provider Attendance To Do List			
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
03/31/2013	No	N/A	N/A

Key fields on the Attendance To Do page:

Attendance To Do List	
If all attendance has been completed and the provider has verified the attendance, the page will display <i>No data was found for the provider location</i> . Providers who are reporting in the Weekly attendance reporting mode do not use this page.	
Attendance Begin Date	This column shows the weeks of attendance that must be completed before a payment can be issued.
Attendance Completed	If "No" displays, you must go to the Complete Attendance page by clicking on the "No" link. If "Yes" is displayed, all attendance is complete.

Attendance Agreement Accepted	<p>The column will display the following options:</p> <ul style="list-style-type: none"> • N/A: No Agreement is needed • No: Provider must access the Attendance Agreement Accepted page to verify that the attendance is accurate
-------------------------------	--

The Attendance Agreement

After the child care provider has marked the attendance complete click the *Attendance Agreement Accepted* link from the *To Do* page. On the *Attendance Agreement* page the child care provider will certify that the entered attendance is accurate.

<p>Location</p> <p>Location List</p> <p>Location Details</p> <p>Confirmation Option</p> <p>License/Certification</p> <p>CCPI User(s)</p> <p>Correspondence</p> <p>YoungStar Details</p> <p>Attendance</p> <p>Enter Attendance</p> <p style="background-color: yellow;">To Do List</p>	<p>Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212</p> <p style="text-align: right;">Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name</p> <div style="background-color: yellow; padding: 5px;"> <p>Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.</p> </div> <p style="text-align: center;">Provider Attendance To Do List</p> <table border="1"> <thead> <tr> <th>Attendance Begin Date</th> <th>Attendance Completed</th> <th>Attendance Agreement Accepted</th> <th>Attendance Confirmed</th> </tr> </thead> <tbody> <tr> <td>03/31/2013</td> <td>Yes</td> <td>No</td> <td>NR</td> </tr> <tr> <td>04/07/2013</td> <td>No</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>04/14/2013</td> <td>No</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed	03/31/2013	Yes	No	NR	04/07/2013	No	N/A	N/A	04/14/2013	No	N/A	N/A
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed														
03/31/2013	Yes	No	NR														
04/07/2013	No	N/A	N/A														
04/14/2013	No	N/A	N/A														

The Agreement:

<p>Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212</p>	<p style="text-align: right;">Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name</p>																												
<p>Search</p> <p>Attendance Week: <input type="text" value="3/31/2013"/> Sort by: <input type="text" value="Case Number, PIN"/> Authorization Worker ID (Optional): <input type="text"/> <input type="button" value="Search >"/></p> <p>Click Here to go to location details page without saving attendance agreement information.</p>																													
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Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Reg Hrs	SCH Hrs																
Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:00	05:00	05:00	10:00	00:00	00:00	25	00																
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The child care provider must scroll through the information in the text box and agree to these statements before checking the box.

Terminating Authorizations

If the child no longer attends the center, child care providers can terminate the authorization in CCPI. Using the In/Out mode the authorization can be terminated from the Biweekly Summary page. The authorization will end the following Saturday.

Modifying Attendance Entry in the In/Out Mode

When modifying/deleting attendance, you must first access the *Attendance Entry* page and from that page select the date that you wish to modify.

Dolly Winthrop
Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
Contact Phone 608-555-1212

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licensor Name
Certifier Name

Search

Attendance Week **Prev** **May 2013** **Next>**

	Su	Mo	Tu	We	Th	Fr	Sa
Week>	28	29	30	1	2	3	4
Week>	5	6	7	8	9	10	11
Week>	12	13	14	15	16	17	18
Week>	19	20	21	22	23	24	25
Week>	26	27	28	29	30	31	1
Week>	2	3	4	5	6	7	8

[Click Here](#) to go to location details page without saving attendance information.

Sort by Case Number, PIN

Authorization Worker ID (Optional)

In this example, you want to modify your entries for Thursday, May 16th.

Attendance Week 05/12/2013 To 05/18/2013

	Sunday (05/12)	Monday (05/13)	Tuesday (05/14)	Wednesday (05/15)	Thursday (05/16)	Friday (05/17)	Saturday (05/18)
Child's Name:	Silverado, Sten		PP Name: Silverado, Chevy	Case # 1700470019	Auth Type: Attendance	Auth Hours: 30	
Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent
In	<input type="text"/>						
Out	<input type="text"/>						
	Absent	8:15 AM - 12:00 PM	7:59 AM - 11:55 AM	7:48 AM - 11:45 AM	8:01 AM - 11:58 AM	Absent	Absent

Clicking on the date you wish to modify will bring you to the page where you actually make the changes.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name	
Authorization Details			
Child's Name	Sten Silverado	Case Number	1700470019
Authorization Hours	30	Authorization Type	Attendance
Termination Indicator			
Modify/Delete Check-In/Out Time			
Authorization Number	4800297224		
Attendance Begin Date	05/12/2013		
Day of the Week	Thursday		
Check-In Time	8:01 AM		
Check-Out Time	11:58 AM		
Delete Check-In Check-Out Time	<input type="checkbox"/>		
<input style="border: 1px solid red;" type="button" value=" < Modify and Go Back "/> <input style="border: 1px solid gray;" type="button" value=" Cancel "/>			

If you make modifications to the already completed attendance, the child care provider must again access the *To Do* page and complete it again for the modified attendance, and the local agency staff may then confirm the attendance, if required.

School Closed Hours

Children over 5 years of age are automatically marked as 'school age' in the CSAW and CCPI. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Child care providers that report attendance in the Weekly mode, enter the *School Closed* hours on the *Attendance Entry* page. Those reporting in Daily and In/Out modes, enter the *School Closed* hours on the *Complete Attendance* page.

If the local agency is entering attendance on behalf of the child care provider, the local agency staff will complete these steps.

Regular attendance hours must be completely used before entering School Hours. Providers with a full time weekly rate in the system, that rate + school bank hours are capped at the provider's full time rate. If the program has only a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate. Children using school bank hours will most likely have a part time authorization.

Example of usage of *School Closed* hours:

John attends Mary's Day Care regularly from 3 to 6 pm (3 hours/day=15 hours/week authorization), Monday – Friday. The school is closed for teacher conference on Thursday and Friday. John attends Mary's care from 8am to 6pm these 2 days (total number of hours attended this week is 29). The provider will report 15 hours in the Reg Hrs field and 14 hours in the Sch Hrs field (8-3pm both days = 7 hours/day).

School bank hours must not be used when a child out of school due to illness. If the child care center is approved to care for sick children, the parent may contact the local agency worker to request an override, an increase in the authorization hours for that week, or a second authorization.

When School Closed hours are used correctly it is not likely for them to be all used before the end of the trimester; however if it does occur the provider must contact the local child care agency and the local agency must contact the Child Care Help Desk for a modification to the school bank hours.

Weekly Summary page

The Weekly Summary page is the same for all three attendance reporting modes. This page shows attendance information for **one** week at a time. It also shows if the provider-entered attendance has been confirmed by the county worker (if applicable), if the attendance is complete, and if the payment has been issued. Below is a screen print of this page.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name									
Search Attendance Week: 4/21/2013 Sort By: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> <input type="button" value="Search >"/>											
Click Here to go to location details page.											
Attendance Summary for the week 04/21/2013 to 04/27/2013											
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Reg Hrs	Sch Hrs	Override	Confirm Attendance	Complete Attendance	Agreement Accepted	Issuance Status
Silverado, Sten	Silverado, Chevy	1700470019	A	30							
Authorization Type: A = Attendance E = Enrollment		Issuance Status: N - Not issued. Y - Issued.									
Confirm Attendance: NR - Confirmation not required. Y - Attendance confirmed. N - Attendance not confirmed.		S - Suspended. R - Released. D - Denied.									

Key fields on the Weekly Summary page: (none of these fields are updatable):

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click <i>Search</i> to continue.
Sort by	<p>You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the child's age, PIN and then by the case number or by the Children's last names then the Children's first names. To create a sort, click on the arrow next to the "Sort By" box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker.</p> <p>If you choose to see only the authorizations that are associated with a specific <i>Authorization Worker ID</i>, you can enter the Authorization Worker ID into the <i>Authorization Worker ID</i> field and click on Search.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and click on <i>Search</i>. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of Milwaukee County:</p> <p>Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p>

	<p>Milwaukee County: Choose PIN/Case Number</p>
Attendance Summary for the week	
Attendance Summary for the week	This shows the dates for the week that you are viewing. The default week is the current week.
Child's Name	Names of children who have authorizations for the week are listed under this heading.
Primary Person's Name	The name of parent or guardian is displayed.
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Reg Hrs	Regular hours: Displays the hours entered for the child on the Attendance page.
Sch Hrs (School Closed Hours)	Displays number of School Closed hours entered on the Attendance page.
Overrid'n	<p>Values are:</p> <p>No: No override has been entered by the county/tribal worker</p> <p>Yes: Override has been entered by the worker. To view details, access the Biweekly Summary page for the attendance period for further details.</p>
Confirm Attd	<p>Confirmation of Attendance: If the county/tribe is a 'confirmation county/tribe', the subsidy worker must confirm the attendance entry before payment can be issued. If <i>No</i> is displayed, the attendance has not been confirmed. The payment will not be issued until the worker has confirmed it and a <i>Yes</i> is displayed.</p> <p>If you modify the confirmed attendance, then you must re-confirm the attendance otherwise the system will not pay for the un-confirmed attendance. (This is applicable only for confirmation required counties/tribes)</p> <p>For non-confirmation counties, <i>N/R</i> is displayed.</p>
Complete Attendance	No: the attendance for the week has not been completed. No payment will be issued until the attendance has been completed on the <i>Complete Attendance</i> page.
Agreement Accepted	This field displays if the provider has clicked on the check box in the <i>Agreement Accepted</i> page. If <i>No</i> is displayed, the payment will not go out until the provider has clicked on the verification check box. If <i>Yes</i> is displayed, the agreement has been completed.
Issuance Status	<p>This column has the following options:</p> <p>N: No payment has been issued</p> <p>Y: Payment has been made for the week for the child</p> <p>S: Payment has been calculated but check/EFT not issued due to suspension</p> <p>R: Previously suspended payment was released</p> <p>D: Previously suspended payment denied.</p>

Override Attendance

When a parent must use more subsidized child care than their authorization allows, the parent must contact the county/tribal child care authorization worker to request extra hours to be paid. The county/tribal child care authorization worker can adjust the payment amount to be more than the regular authorization by completing an *Override*.

Completing overrides:

Weekly Mode:

Overrides are completed in the Enter Attendance page.

Location	Mary Mattson-Monroe Location Mary's Day Camp #002 1109 S Broadway Anytown WI 53210 Contact Phone 454-545-4545	Provider Number 1800039441 Facility Number 1122364 Facility Name Mary's Day Camp Licensor Name Stephen Vakil Certifier Name Door Certifier
Location List Location Details Confirmation Option License/Certification CCPI User(s) Correspondence Request Paperless Authorization Notices YoungStar Details Attendance Enter Attendance To Do List Weekly Summary Biweekly Summary Attendance Entry Options	Provider Location Details Headquarters Yes Contact Name Mary Mattson Payment To Mary Washington Payment Made By Check Payments Will Actually Be Sent To Issued To Headquarters Po Box 123 Anytown WI 45454 Payment Address For This Location Po Box 123 Anytown WI 45454 Notice Mailing Address Po Box 123 Anytown WI 45454 Attendance Reporting Po Box 123	

Enter the attendance and use the scroll bar to select *Override* and select *Submit*.

Mary Mattson-Monroe Location Mary's Day Camp #002 1109 S Broadway Anytown WI 53210 Contact Phone 454-545-4545		Provider Number 1800039441 Facility Number 1122364 Facility Name Mary's Day Camp Licensor Name Stephen Vakil Certifier Name Door Certifier													
Search Attendance Period Date: 6/14/2014 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> Search >															
Click Here to go to location details page without saving attendance information.															
Attendance for the Period 06/08/2014 to 06/21/2014															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Pelican, Pele	Pelican, Patty	3150779031	E	20	XCTB87	40		Override	40		Override	N/A	<input type="checkbox"/>	NR	NR
Term Auth: R - Termination Requested T - Authorization Terminated		Authorization Type: A = Attendance E = Enrollment				NR = Confirmation not required N/A = Not Applicable									
<input type="button" value="Submit"/>															

Use the scroll bar to select an *Override Reason* and add *Comments*.

Additional Authorized Hours will have an autopopulated amount (the entered attended hours subtracted by the authorization hours).

For example, Pele Pelican attended 40 hours for the attendance periods 6/8/2014 and 6/15/2014, but was authorized for 20, therefore 20 hours autopopulates in the screen below for both weeks.

Then select *Submit and Go Back*.

Location Mary's Day Camp #002 1109 S Broadway Anytown WI 53210 Contact Phone 454-545-4545		Facility Number 1122364 Facility Name Mary's Day Camp Licensor Name Stephen Vakil Certifier Name Door Certifier	
Override Attendance for the period 6/8/2014 To 6/21/2014 Child's Name: Pelican, Pele Case Number: 3150779031 Authorization Number: 8800297418 Authorization Type: Enrollment			
Attendance Period 6/8/2014 - 6/14/2014 Authorized Hours 20 Authorization Amount \$97.00 Regular Attended Hours 40 Issuance Amount for Regular Hours \$97.00		Attendance Period 6/15/2014 - 6/21/2014 Authorized Hours 20 Authorization Amount \$97.00 Regular Attended Hours 40 Issuance Amount for Regular Hours \$97.00	
Override Calculation Override Reason <input type="text" value="Increased Work Hours"/> Additional Authorized Hours <input type="text" value="20"/> Override Hourly Rate \$4.85 Cutoff 35-50 Additional Hours up to Cutoff 15 Additional Amount up to Cutoff \$72.75 Total Amount up to Cutoff \$169.75 Provider Price Ceiling \$200.00 County Weekly Ceiling \$175.00 Override Amount up to Cutoff (After Ceiling Applied) \$169.75 Additional Hours over the Cutoff 0 Additional Amount over the Cutoff \$0.00 Amount Paid for Override \$72.75 Total Issuance Amount (Regular+Override) \$169.75		Override Calculation Override Reason <input type="text" value="Increased Work Hours"/> Additional Authorized Hours <input type="text" value="20"/> Override Hourly Rate \$4.85 Cutoff 35-50 Additional Hours up to Cutoff 15 Additional Amount up to Cutoff \$72.75 Total Amount up to Cutoff \$169.75 Provider Price Ceiling \$200.00 County Weekly Ceiling \$175.00 Override Amount up to Cutoff (After Ceiling Applied) \$169.75 Additional Hours over the Cutoff 0 Additional Amount over the Cutoff \$0.00 Amount Paid for Override \$72.75 Total Issuance Amount (Regular+Override) \$169.75	
Comment <input type="text" value="PP picked up an extra shift at work and needed additional authorized hours."/> <small>75 of 150 characters.</small>		Comment <input type="text" value="PP picked up an extra shift at work and needed additional authorized hours."/> <small>75 of 150 characters.</small>	
<input type="button" value="Submit and Go Back"/>			

The screen will show that there is now an override in the system by the word *Overrid'n* in the Override Column.

Select *Submit* again.

Attendance for the Period 06/08/2014 to 06/21/2014															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Pelican, Pele	Pelican, Patty	3150779031	E	20	XCTB87	40	0	Overrid'n	40	0	Overrid'n	<input type="checkbox"/>	<input type="checkbox"/>	NR	NR

Term Auth: R - Termination Requested
T - Authorization Terminated

Authorization Type: A = Attendance
E = Enrollment

NR = Confirmation not required
N/A = Not Applicable



In/Out Mode and Daily Mode:

Overrides are completed in the bi-weekly summary page.

<p>Location</p> <p>Location Details</p> <p>License/Certification</p> <p>CCPI User(s)</p> <p>Attendance</p> <p>Enter Attendance</p> <p>To Do List</p> <p>Weekly Summary</p> <p>Biweekly Summary</p> <p>Attendance Entry Options</p>	<p>Randy's Group Care, Inc</p> <p>Location Randy's Group Care-Accr #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666</p> <p>Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Lena Licensor Certifier Name</p>
<p>Provider Location Details</p> <p>Headquarters No</p> <p>Contact Name Randy Randall</p> <p>Payment To Randy's Group Care, Inc Payment Made By Check</p>	



Enter the approved override week in the *Attendance Period Date* and select *Search*.

<p>Randy's Group Care, Inc</p> <p>Location Randy's Group Care-Accr #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666</p>	<p>Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Lena Licensor Certifier Name</p>
<p>Search</p> <p>Attendance Period Date <input type="text" value="5/4/2014"/> </p> <p>Sort by Case Number, PIN</p> <p>Authorization Worker ID (Optional) <input type="text"/></p> <p><input type="button" value="Search >"/></p>	

[Click Here](#) to go to location details page without saving attendance information.

Use the scroll bar to select *Override* and select *Submit*.

Attendance for the Period 04/27/2014 to 05/10/2014															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Yule, George	Yule, Good	1150767111	A	10	XCTB87							N/A	<input type="checkbox"/>		N/A
Pelican, Twin 1	Pelican, Patty	3150779031	E	35	XCTB87				53	0		N/A	<input type="checkbox"/>	N/A	NR
Pelican, Twin 2	Pelican, Patty	3150779031	E	45	XCTB87							N/A	<input type="checkbox"/>	N/A	
Pelican, Pele	Pelican, Patty	3150779031	A	35	XCTB87				19	0		N/A	<input type="checkbox"/>	N/A	NR

Term Auth: R - Termination Requested Authorization Type: A = Attendance NR = Confirmation not required
 T - Authorization Terminated E = Enrollment N/A = Not Applicable

Use the scroll bar to select an *Override Reason* and add *Comments*.

Additional Authorized Hours will have an autopopulated amount (the entered attended hours subtracted by the authorization hours).

For example, Twin 1 Pelican attended 53 hours for the attendance period 5/4/2014, but was authorized for 35, therefore 18 hours autopopulates in the screen below.

Then select *Submit and Go Back*.

Location Randy's Group Care-Accr #001
123 Main St
Anytown WI 52222
Contact Phone 414-555-6666

Facility Number 120856
Facility Name Randy's Group Preschool
Licensor Name Lena Licensor
Certifier Name

Override Attendance for the period 4/27/2014 To 5/10/2014
Child's Name: Pelican, Twin 1 Case Number: 3150779031 Authorization Number: 9800297409 Authorization Type: Enrollment

Attendance Period 4/27/2014 - 5/3/2014	Attendance Period 5/4/2014 - 5/10/2014
Authorized Hours	Authorized Hours 35
Authorization Amount	Authorization Amount \$171.00
Regular Attended Hours	Regular Attended Hours 53
Issuance Amount for Regular Hours	Issuance Amount for Regular Hours \$171.00
Override Calculation	Override Calculation
Override Reason	Override Reason <input type="text"/>
Additional Authorized Hours	Additional Authorized Hours <input type="text" value="18"/>
Override Hourly Rate	Override Hourly Rate \$4.89
Cutoff	Cutoff 35-50
Additional Hours up to Cutoff	Additional Hours up to Cutoff 0
Additional Amount up to Cutoff	Additional Amount up to Cutoff \$0.00
Total Amount up to Cutoff	Total Amount up to Cutoff \$171.00
Provider Price Ceiling	Provider Price Ceiling \$250.00
County Weekly Ceiling	County Weekly Ceiling \$175.00
Override Amount up to Cutoff (After Ceiling Applied)	Override Amount up to Cutoff (After Ceiling Applied) \$171.00
Additional Hours over the Cutoff	Additional Hours over the Cutoff 3
Additional Amount over the Cutoff	Additional Amount over the Cutoff \$14.67
Amount Paid for Override	Amount Paid for Override \$14.67
Total Issuance Amount (Regular+Override)	Total Issuance Amount (Regular+Override) \$185.67
Comment	Comment Pp Took An Extra Shift At Work.
0 of 150 characters.	31 of 150 characters.

Submit and Go Back

The screen will show that there is now an override in the system by the word *Overrid'n* in the Override Column.

Select *Submit* again.

Attendance for the Period 04/27/2014 to 05/10/2014

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Yule, George	Yule, Good	1150767111	A	10	XCTB87							N/A	<input type="checkbox"/>		N/A
Pelican, Twin 1	Pelican, Patty	3150779031	E	35	XCTB87				53	0	Overrid'n	N/A	<input type="checkbox"/>	N/A	NR
Pelican, Twin 2	Pelican, Patty	3150779031	E	45	XCTB87							N/A	<input type="checkbox"/>	N/A	
Pelican, Pele	Pelican, Patty	3150779031	A	35	XCTB87				19	0		N/A	<input type="checkbox"/>	N/A	NR

Term Auth: R - Termination Requested
T - Authorization Terminated

Authorization Type: A = Attendance
E = Enrollment

NR = Confirmation not required
N/A = Not Applicable

Submit

Note: Overrides can only be done in the system after the Attendance End Date of a two week period, but before the Issuance Date for those two weeks.

For example, no overrides can be completed for the week of 4/27/2014 or 5/4/2014 until after the Attendance End Date of 5/10/2014.

Overrides for the week of 4/27/2014 and 5/4/2014 can only be completed between 5/11/2014-5/23/2014.

Wisconsin Shares Child Care Subsidy 2014 Attendance Periods and Issuance Dates		
Attendance Begin date	Attendance End Date	Issuance Date
01/05/2014	01/18/2014	02/01/2014
01/19/2014	02/01/2014	02/15/2014
02/02/2014	02/15/2014	03/01/2014
02/16/2014	03/01/2014	03/15/2014
03/02/2014	03/15/2014	03/29/2014
03/16/2014	03/29/2014	04/12/2014
03/30/2014	04/12/2014	04/26/2014
04/13/2014	04/26/2014	05/10/2014
04/27/2014	05/10/2014	05/24/2014
05/11/2014	05/24/2014	06/07/2014

The override can only be completed between this time frame.

Viewing overrides:

Weekly Mode:

If attendance has been approved for an override the Weekly Summary page will indicate this in the Override column. Notice in this example Baby Jones has a 22 hour authorization but attended 50 hours this week and the Override to allow the extra hours to be paid is marked, Yes.

Local agency authorization workers should approve overrides only if there is adequate documentation to support the decision.

Patty Cake Day Care
 Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
 Contact Phone 608-231-2632

Provider Number 8800039458
 Facility Number 1122435
 Facility Name Patty Cake 1
 Licensor Name Stephen Vakil
 Certifier Name

Search
 Attendance Week: 1/6/2013
 Sort By: Case Number, PIN
 Authorization Worker ID (Optional):
 Search >

[Click Here](#) to go to location details page.

Attendance Summary for the week 01/06/2013 to 01/12/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Reg Hrs	Sch Hrs	Override	Confirm Attendance	Complete Attendance	Agreement Accepted	Issuance Status
Silverado, Sten	Silverado, Chevy	1700470019	A	20	20	0	No	NR	Yes	Yes	N
Silverado, Sten	Silverado, Chevy	1700470019	A	20	20	0	No	NR	Yes	Yes	N
Assistance, Kid	Assistance, Public	2700545923	A	18	18	0	No	NR	Yes	Yes	N
Companion, Baby	Companion, Childcare	2700547926	E	40	40	0	No	NR	Yes	Yes	N
Jones, Baby	Jones, Judy	5700547350	A	22	50	0	Yes	NR	Yes	Yes	N
Test, Kid	Test, Mom	5700547856	E	40	40	0	No	NR	Yes	Yes	N
Test, Freddy	Test, Mom	5700547856	E	21	20	0	No	NR	Yes	Yes	N

Authorization Type: A = Attendance
 E = Enrollment
Confirm Attendance: NR - Confirmation not required.
 Y - Attendance confirmed.
 N - Attendance not confirmed.

Issuance Status: N - Not issued.
 Y - Issued.
 S - Suspended.
 R - Released.
 D - Denied.

Daily and In/Out Mode:

The override information is updated in the Bi-weekly Summary page for child care providers reporting attendance in the Daily and In/Out modes. In this example there is no override, the *Override* column indicates, *No*.

Dolly Winthrop
 Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
 Contact Phone 608-555-1212

Provider Number 6800039526
 Facility Number 1122500
 Facility Name Dolly's House
 Licensor Name
 Certifier Name

Search
 Attendance Period Date: 4/13/2013
 Sort by: Case Number, PIN
 Authorization Worker ID (Optional):
 Search >

[Click Here](#) to go to location details page without saving attendance information.

Attendance for the Period 03/31/2013 to 04/13/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Silverado, Sten	Silverado, Chevy	1700470019	A	30	XCTR34	25	N/A	No				N/A	<input type="checkbox"/>	NR	

Part-Time Authorizations:

Part-time authorizations are from 1 to 34 hours per week. The system allows overrides for the weekly authorized amount up to the weekly ceiling of 35 and then again, any hours over 50.

Example – override on part time attendance based authorization

Baby has a 22 hour attendance based authorization to attend Patty Cake Day Care. During this week, Baby's mother worked additional hours. The parent has contacted her worker to request extra hours of child care. Since Baby has a part-time authorization in place the system will pay up to 35 hours for the week; in this case up to an additional 13 hours.

Full Time Authorizations

Authorizations for 35 to 50 hours of care are full time. The county/tribal maximum weekly ceiling is met at 35 hours per week. If more than 50 hours of child care is needed on a regular basis, the county agency may enter a 2nd authorization for the hours over 50 (see the CSAW Authorization Management Module). If the need is sporadic, the county agency worker may enter an override into CCPI, however, only hours above 50 will be paid.

Attendance Entry History

To access information on attendance entry, click on the child's name on the *Attendance Entry* screen (all modes). The history page will show who entered attendance and when the changes were made. The most recent entry is displayed on top. If you wish to view a previous date, select the week from the *Attendance Entry* page.

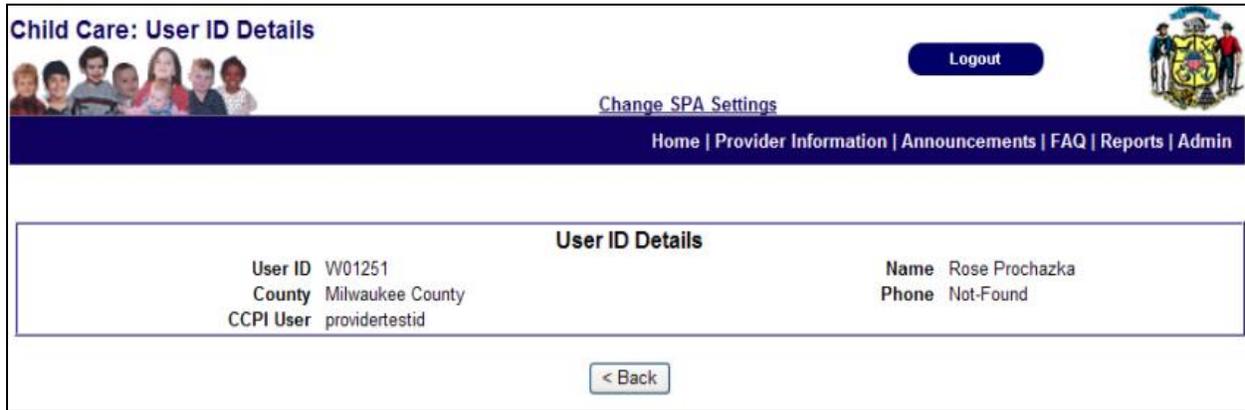
This example shows an *Attendance* based authorization for 35 hours and that 35 hours have been entered for each week under *Regular Hours*, no *School Hours* have been reported. After the payment for the week has been issued, the attendance can no longer be updated. Notice in the example below that the Issuance Status is *N*, not issued.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632						Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name			
Authorization Details Child's Name Sten Silverado Authorization Hours 35 Termination Indicator						Case Number 1700470019 Authorization Type Attendance			
Attendance History for the Week of 03/03/2013									
Regular Hours	School Hours	Override Hours	Confirm Attendance	Complete Attendance	Delete Attendance	Agreement Accepted	Issuance Status	Updated Date	Updated User ID
35	0	0	NR	Yes		Yes	N	04/24/13	W01251
Attendance History for the Week of 03/10/2013									
Regular Hours	School Hours	Override Hours	Confirm Attendance	Complete Attendance	Delete Attendance	Agreement Accepted	Issuance Status	Updated Date	Updated User ID
35	0	0	NR	Yes		Yes	N	04/24/13	W01251
Termination Indicator: R - Requested for authorization termination. T - Authorization ended due to termination.			Issuance Status: N - Not issued. Y - Issued.						
Confirm Attendance: NR - Confirmation not required. Y - Attendance confirmed. N - Attendance not confirmed.						S - Suspended. R - Released. D - Denied.			
Please click here to close this window and return to the previous page Close Window									

To close the Attendance History screen and return to the Provider Attendance screen, click on the Close Window button at the bottom of the page.

Find the Staff Person that Entered the Attendance

Viewing the example screen shot above, you can find the worker that entered the attendance on the right side of the page. Selecting the link will bring you to the *User ID Details* page. This page will display the User ID, the user's county, the User's Name and the User's phone number (if exists).



The screenshot displays the 'Child Care: User ID Details' interface. At the top left, there is a header with the title 'Child Care: User ID Details' and a group of children's photos. To the right of the header is a 'Logout' button and a state seal. Below the header is a navigation bar with links: 'Home | Provider Information | Announcements | FAQ | Reports | Admin'. A 'Change SPA Settings' link is also present. The main content area is titled 'User ID Details' and contains the following information:

User ID W01251	Name Rose Prochazka
County Milwaukee County	Phone Not-Found
CCPI User providertestid	

At the bottom of the content area is a '< Back' button.

To exit the User ID Details screen, click on the “Back” button. This will return you to the *Attendance History* screen.

Request Payment for Extended Absence

If a child is absent for two or more weeks, Wisconsin Shares will not make payments unless a request for the absence is submitted by the provider and approved by the county/tribe. If the child was absent from child care due to a medical issue, or the parent was on medical leave, or has a temporary break in employment and will return to the same job, the county/tribe may authorize payment if the authorization is enrollment-based. Please refer to Wisconsin Shares Policy for more information.

The child care provider must request payment; either online if reporting attendance in CCPI or by paper form if using an ARF. Before the county/tribe child care authorization worker approves the request, the parent must validate the request.

This does not apply to children with an attendance based authorization. In those cases, the payments are issued only on the actual attendance; there is no payment for extended absence.

Child care providers may enter a request for payment for an extended absence on the *Request payment for Absence* link on the left side navigation menu in CCPI.

The *New Payment Request for Approved Absence* page will display.

The screenshot displays the CCPI interface. On the left is a navigation menu with two main sections: **Location** and **Attendance**. The **Attendance** section includes a link for **Request Payment For Absence**, which is highlighted in yellow and circled in red, with a red arrow pointing to it. The main content area shows details for 'Randy's Group Care, Inc' and a **Search Criteria** form. The search form includes radio buttons for 'Starts With', 'Sounds Like', and 'Exact', and input fields for Case Number, First Name, Last Name, SSN, PIN, and Attendance Date. A 'Search >' button is located at the bottom right of the search area.

Location	
Location List	
Location Details	
Confirmation Option	
License/Certification	
CCPI User(s)	
Correspondence	
Request Paperless Authorization Notices	
YoungStar Details	

Attendance	
Enter Attendance	
To Do List	
Weekly Summary	
Biweekly Summary	
Attendance Entry Options	
Search by Case Number	
Request Payment For Absence	

Randy's Group Care, Inc	
Location	Randy's Group Care-In-Out Mode #001
	123 Main St
	Anytown WI 52222
Contact Phone	414-555-6666

Search Criteria	
Name search method	<input checked="" type="radio"/> Starts With <input type="radio"/> Sounds Like <input type="radio"/> Exact
Case Number	<input type="text"/> (Enter 10 Digits)
First Name	<input type="text"/>
Last Name	<input type="text"/>
SSN	<input type="text"/> (Enter 9 Digits)
PIN	<input type="text"/> (Enter 10 Digits)
Attendance Date	<input type="text"/> (A date within Attendance period)

To enter a request for extended absence, providers can search for the case by case number, name, SSN, or PIN.

Randy's Group Care, Inc Location Randy's Group Care-In-Out Mode #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666	Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Ole Officemanager-Sero Certifier Name
---	--

Case Number 9150826794 Primary Person's Name Philly Jo Jones	PIN 9584969749 Child's Name Sammy Jones
---	--

Existing Payment Requests for Approved Absence for the child
There are no Payment Requests for this child for this location.

New Payment Request for Approved Absence

Reason for Absence * (Select the Reason for Absence from the dropdown box.)

Begin Date * (Enter the Begin Date for which the child will be absent.)

End Date * (Enter the End Date for which the child will be absent.)

Comments

0 of 500 characters.

* The worker must approve the request for payments to be made.
** Please note that attendance must be entered for payments to be made to enrollment based authorizations.

When an entry is submitted by a provider, the request is marked "Pending."

Randy's Group Care, Inc Location Randy's Group Care-In-Out Mode #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666		Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Ole Officemanager-Sero Certifier Name				
Case Number 9150826794 Primary Person's Name Philly Jo Jones		PIN 9584969749 Child's Name Sammy Jones				
Existing Payment Requests for Approved Absence for the child						
Begin Date	End Date	Reason	Status	Last Updated Date	Updated User ID	
08/16/15	08/22/15	Parent Medical Leave	Pending	08/17/15	W00146	View History
New Payment Request for Approved Absence						
Reason for Absence * <input type="text"/> (Select the Reason for Absence from the dropdown box.)						
Begin Date * <input type="text"/> (Enter the Begin Date for which the child will be absent.)						
End Date * <input type="text"/> (Enter the End Date for which the child will be absent.)						
Comments <input type="text"/> 0 of 500 characters.						
* The worker must approve the request for payments to be made. ** Please note that attendance must be entered for payments to be made to enrollment based authorizations.						

New Payment Request for Approved Absence	
Begin Date	The begin date for the absence. Must always be a Sunday. This date also works as a link to 'Modify Payment Request' page.
End Date	The end date of the absence. Must be a Saturday.
Reason for Absence	From the drop down menu: <ul style="list-style-type: none"> • Child Absent due to Medical • Parent Medical Leave • Temporary Break in Activity • Temporary Layoff • Vacation
Comments	Enter comments to explain the justification for this request.
Submit	Hit the Submit button when entries are complete.

Modify Payment Request	Select the Begin Date link to open the request to modify the pending request for approval.
Status	Update the Status from Pending to Approved, Denied, or Withdrawn.

To approve or deny a request click on the *Begin Date* of the payment request to get to the *Modify Payment Request Details* page.

Randy's Group Care, Inc Location Randy's Group Care-In-Out Mode #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666		Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Ole Officemanager-Sero Certifier Name				
Case Number 9150826794 Primary Person's Name Philly Jo Jones		PIN 9584969749 Child's Name Sammy Jones				
Existing Payment Requests for Approved Absence for the child						
Begin Date	End Date	Reason	Status	Last Updated Date	Updated User ID	
08/16/15	08/22/15	Parent Medical Leave	Pending	08/17/15	W00146	View History

Update the status on the *Modify Payment Request Details* page to *Approved*, *Denied* or *Withdrawn*.

Randy's Group Care, Inc Location Randy's Group Care-In-Out Mode #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666	Provider Number 3800036563 Facility Number 120856 Facility Name Randy's Group Preschool Licensor Name Ole Officemanager-Sero Certifier Name
Case Number 9150826794 Primary Person's Name Philly Jo Jones	PIN 9584969749 Child's Name Sammy Jones
Modify Payment Request Details	
Status * Pending	
Reason for Absence * Approved	leave
Begin Date * Denied	
End Date * Pending	
Comments	Parent had knee surgery and will need this time for recovery.
61 of 500 characters.	
*Please note that if you are extending the period or changing the reason you need to ask worker to approve the details.	

When the extended absence has been approved, the provider will continue to report attendance by entering 0 if no hours were attended.

To view pending requests for approved absences click on the *Reports* tab from the CCPI home page.

Child Care: Child Care Home



[Change SPA Settings](#) [Logout](#)



Home | [Provider Information](#) | [Announcements](#) | [FAQ](#) | **[Reports](#)** | [Admin](#) | [CSAW](#) | [WISCCRS](#)

Welcome to the Child Care Provider Information Home Page

Announcements	
Statewide	Barron County
There are no Statewide announcements.	No Agency/Tribe announcements for you at this time. Please click on the Announcements link to view all announcements.

Provider Information

Here you will find information about current, past, and future authorizations which have been established for your child care center. Through this link, you will also be able to view details about payments made to your center. Finally, you can review specific information unique to your center which is used in the Child Care Subsidy System such as regulation status, accreditation, rates, ages of children served, address, telephone numbers, etc.

From the *Reports* page click *Payment Requests for Approved Absence*.

Child Care: Reports



[Change SPA Settings](#)

[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [WISCCRS](#)

Authorizations

[Authorizations Ending as of a Selected Date](#)

This report lists children whose authorizations for your site are ending as of a selected date. The report will display all authorizations that end as of the following Saturday of the selected date (when there are no authorizations beginning the next day).

[Authorizations for a Selected Period](#)

This report allows you to view children who have authorizations to your site as of a specified time frame. The time frame can be in the past, current or in the future, however, the maximum time span for which you can request a report is six (6) months.

Payments

[Payments for a Selected Period](#)

This report displays the children authorized to your site for whom a payment was issued. The time frame for the payment issuance must be in the past and cannot span more than 6 months.

[Remittances for a Selected Date](#)

This is the same remittance report that is mailed to the providers with checks and EFT statements. Enter a desired issuance date to see a list of children that the issuance covered.

[Overpayments](#)

This report lists current overpayments to your site. This report does not display historical information.

Attendance

[Attendance to be Confirmed](#)

This report is accessible by county/tribal workers only. The report is used by the workers in confirmation counties to identify providers/centers whose attendance needs to be confirmed before a payment issuance will be made.

[Payment Requests for Approved Absence](#) ←

This report is accessible by county/tribal workers only. The report lists children for whom a request for a payment has been requested but not approved.

To view a list of Payment Requests search by County, Provider Number, Case Number, Authorization Worker, or Begin and End Dates.

Child Care: List of Payment Requests



[Change S](#)

[Home](#) | [Provider Information](#) | [A](#)

List of Payment Requests - Search Criteria

→ County

Provider Number (Enter 10 Digits)

Case Number (Enter 10 Digits)

Authorization Worker

Begin Date

End Date

All Requests

Sort By Child's Last Name Authorization Worker

Request Paperless Attendance

Child care providers that are reporting attendance in CCPI may request that Attendance Report Forms (ARF) are no longer mailed.

To stop paper ARFs, the provider will click on the *Request Paperless Attendance* link in the left side navigation menu. The *Attendance Report Form Options* page will display.

This action can be reversed by returning to this page and changing the selection.

This page has history that displays the User ID that changed the ARF options and the date the action was taken. To view history, click on the 'View history' link above the two radio buttons.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licenser Name Stephen Vakil Certifier Name
Attendance Report Form Options	
View History	
Please select how you would like to receive Attendance Report Forms in the mail:	
<input type="radio"/> no longer wish to receive Attendance Report Forms by mail. I will print them through this site if needed.	
<input checked="" type="radio"/> wish to receive Attendance Report Forms by mail for every attendance period.	
<input type="button" value="Save Request >"/>	

Print Attendance Report Form

If the provider needs to print a copy of the paper ARF form, it can be done from the *Print Attendance Report Form* link in the left side navigation menu. The *Print Attendance Report Form* page automatically defaults search dates to be the last three months. The date range can be changed to narrow the search. The system will display ARFs generated during any defined search period.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

View Information From To

Attendance Report Forms

Showing records per page
Page 1 of 3 - Records 1-10 of 22 [Next >](#) [Last >|](#)

	ARF Created	Attendance Period	Agency
View	02/14/13	02/03/13 - 02/16/13	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850
View	02/14/13	02/03/13 - 02/16/13	Milwaukee Co Dept Of Human Services Cc Accounting Unit 1220 W. Vliet St Milwaukee, WI 53205
View	02/14/13	11/25/12 - 12/08/12	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850
View	02/14/13	11/11/12 - 11/24/12	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850

From the *View* link the PDF version of the ARF can be printed.

Provider Vacation Request

Licensed child care providers may request up to one full week of vacation per year. The payment will be issued only for children authorized on **enrollment** basis during the vacation week. The vacation request can only be entered by a worker in the county where the center/provider is located. Providers with CCPI access may view the requests, history, and the User ID that updated the request; however, the provider cannot modify the requests.

When claiming vacation days, the child care provider must report/enter zeroes on the attendance screen for the payment to be issued.

Child Care Authorizations

Authorizations

Information about authorizations can be found by clicking on the *Authorization* tab on the navigation menu. By selecting the *Authorization* link you can find an alphabetical list of children for whom there is an authorization at this provider. By default, the current 4 week period is displayed. To view a different time period, change the dates at the top of the page to view past or future four week period.

Child Care: Authorizations



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Location

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Attendance

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[Request Payment For Absence](#)

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Authorizations

[Authorizations](#)

[Reports](#)

Sammy Samsonson
Location Sam's Care #001
 123 New Address
 Anytown WI 45454
 Contact Phone 454-545-4545

Provider Number 1800039431
Facility Number 1122390
Facility Name Sam's Care
Licensor Name Lena Licensor
Certifier Name Door Certifier

View Information From To [Search >](#)

Children Authorized for Period 10/04/13 to 11/01/13

Showing records per page
Page 1 of 1 - Records 1-1 of 1

Child's Name	Auth Ending Indicator	School Age	Date Of Birth	Primary Person Name	Case Number	SMRF Date	Review Date	Absence Details
Jam, Blueberry	Y		06/05/06	Blackberry Jam	2150751020	01/31/14	07/31/14	Absence Approval

Showing records per page
Page 1 of 1 - Records 1-1 of 1

⚠ - Authorization details have changed within past 2 weeks. These may include new authorization, ending of authorization/rate or change in rate details.
Auth Ending Indicator - The **Y** means that the authorization is ending for this child and there is no new authorization.

From this page you can see names of children with authorizations, if the authorization is due to end, the child's age, and upcoming case eligibility review dates.

Select this link to see current authorizations.

The following information is displayed for each authorization:

Children Authorized for Period	
Child's Name	The name of the authorized child. The name also works as a link to the Authorization Details page for the child.
	If the warning icon is displayed next to a child's name, it means that the authorization has been changed within the past 2 weeks. This may include a new authorization, ending of authorization/rate or change in rate details.
Auth Ending Indicator	If a "Y" displays next to a child's name, the system is alerting you that the authorization is ending and no continuation authorization is in place for the day after the current authorization ends.
School Age	If a "Y" appears, then "school closed" hours can be paid for times the child is in the care due to temporary school closure.
Date of Birth	Child's date of birth.
Primary Person Name	Name of the person approved for assistance, usually parent, or guardian.
Case Number	CARES case number for the child's assistance group.
SMRF Date	The date the Primary Person must submit the next Six-Month-Report-Form to the county/tribe to continue receiving child care subsidy. If N/A is displayed, no SMRF is needed before the next review date.
Review Date	This is the date the Primary Person must complete an annual case review in order to continue receiving child care subsidy.
Absence Details	Link to Absence Approval. See Request Payment for Absence section for further details.

Authorization Details

To access details about a child's authorization, click on the Authorization link on the left-side menu and then, select the child's name.

Children Authorized for Period 02/03/13 to 03/02/13								
Showing 100 records per page Page 1 of 1 - Records 1-6 of 6								
Child's Name	Auth Ending Indicator	School Age	Date Of Birth	Primary Person Name	Case Number	SMRF Date	Review Date	Absence Details
Assistance, Kid			01/01/12	Public Assistance	2700545923	03/31/13	09/30/13	Absence Approval
Companion, Baby	Y		06/01/11	Childcare Companion	2700547926	04/30/13	10/31/13	Absence Approval
Semployed, Kid			03/01/07	Susan Semployed	5700546051	03/31/13	09/30/13	Absence Approval
Silverado, Sten			01/24/08	Chevy Silverado	1700470019	04/30/13	10/31/13	Absence Approval

In this example we will select Sten Silverado.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
---	---

Child's Case Details	
Child's Name Sten Silverado	Case Number 1700470019
Child Care Agency Dane County	Worker Name & Phone [Redacted]

Authorizations for the Period 02/03/13 to 03/02/13

Showing 50 records per page
Page 1 of 1 - Records 1-2 of 2

Authorization Period	Type	Weekly Hours	Provider Regulation	Authorization Number	Special Needs	Agency Payment
01/27/13 - 04/27/13	Attendance	35	Licensed Group (LGRP)	3800297203	No	Rate
02/03/13 - 03/09/13	Enrollment	35	Licensed Group (LGRP)	5800297205	No	Rate

Sten currently has an attendance based authorization and previously had an enrollment authorization. Notice the link on the right side of the screen for the *rate*. Follow this link to see rate details about this authorization (see next screen shot).

Key fields on the Child's Case Details page:

Child's Case Details	
Child's Name	The name of the authorized child. The name also works as a link to the Authorization Details page for the child.
Child Care Agency	The county/tribe that issued the authorization.
Case Number	CARES case number for the child's assistance group.
Worker Name & Phone	The name and phone number of the authorization worker. In Milwaukee county, the name and phone number of the authorizing agency is displayed.
Authorizations for the Period	
Authorization Period	Dates you have selected to view (default is current 4 week period).
Type	Type of Authorization (Attendance or Enrollment based).
Weekly Hours	Number of weekly hours the child is authorized for subsidized care.
Provider Regulation	The type of regulation the provider to which a child has been authorized.
Authorization Number	The authorization number.
Special Needs	If "yes" is displayed, the child has been coded as special needs.
Agency Payment	"Rate" is displayed. This link takes you to a page that shows the authorized amount in more detail. NOTE: The rate for an authorization may change due to many reasons during the authorization period. Reasons can be, but are not limited, change in parent's income, child's age, provider's rates, county/tribal maximum rates, federal poverty level, a child is added/delete from the case (affects the poverty level), etc.

Authorization Rate Details

To access this page, click on the *Authorization* link in the left side navigation menu, then child on the child's name and again, click on the *Rate* on the Authorization Details page.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
---	--

Authorization Rate Details	
Child's Name Sten Silverado Agency Dane County	Case Number 1700470019 Worker Name [REDACTED] & Phone [REDACTED]
Authorization Number 3800297203 Authorization Period 1/27/2013 - 4/27/2013	Authorization Type Attendance Weekly Hours 35

Authorization Rate Details					
Rate Begin Date	Rate End Date	Weekly Rate	Hourly Rate	Updated User ID	Updated Date
03/10/13	04/27/13		\$5.48	XCTR34	03/01/13
02/17/13	03/09/13		\$5.56	XCTR34	03/01/13
01/27/13	02/16/13		\$5.48	XCTR34	02/18/13

Key fields on this page:

Authorization Rate Details	
Child's Name	The name of the authorized child.
Child Care Agency	The county/tribe that issued the authorization.
Authorization Number	The authorization number.
Authorization Period	Dates for the authorization period.
Case Number	CARES case number for the child's assistance group.
Worker Name & Phone	The name and phone number of the Primary Person's Case worker. In Milwaukee county, the name and phone number of the authorizing agency is displayed.
Authorization Type	Type of Authorization (Attendance or Enrollment based)
Weekly Hours	Number of weekly hours authorized for care.

Authorization Rate Details	
Rate Begin Date	The date the rate began.
Rate End Date	The date the rate ended. You enter an end date for expiring rates only when you are updating rates for a future period.
Weekly Rate	Weekly amount that the subsidy will pay. Weekly rate is displayed for enrollment based authorizations only. The column will be blank for attendance based authorizations.
Hourly Rate	The hourly authorized rate. If the authorization is on enrollment basis, the hourly rate is used to calculate the weekly rate. Also, this rate is used for potential overrides and school closed hours.
Updated User ID	This is the county/tribal worker's user ID who made the latest change to the authorization.
Updated Date	The date when the rate was updated.

Opt Out of Mailed Authorization Notices

Child care providers may choose to no longer receive Child Care Authorization Notices in the mail. Only child care providers with update access to CCPI may update this page. From the Location Details page, the provider will select the link, "Request Paperless Authorization Notices."

Child Care: Provider Location Details






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Location

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[Confirmation Option](#)

[License/Certification](#)

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[Correspondence](#)

[Request Paperless Authorization Notices](#)

[YoungStar Details](#)

Attendance

[Enter Attendance](#)

[To Do List](#)

[Weekly Summary](#)

Sammy Samsonson
 Location Sam's Care #001
 123 New Address
 Anytown WI 45454
 Contact Phone 454-545-4545

Select this link from your Location Details page, to change your option for receiving authorization notices in the mail.

Provider Number 1800039431
Facility Number 1122390
Facility Name Sam's Care
Licensor Name Lena Licensor
Certifier Name Door Certifier

Provider Location Details

Headquarters Yes

Contact Name Sam Samson

Payment To Sammy Samsonson
Payment Made By Check
Payments Will Actually Be Sent To Issued To Headquarters
 123 New Address
 Anytown WI 45454

Logged in as: providertestid

Child Care: Authorization Notices Mailing Options

Logout

Change SPA Settings

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Location

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[Request Paperless Authorization Notices](#)

[YoungStar Details](#)

Attendance

[Enter Attendance](#)

[To Do List](#)

[Weekly Summary](#)

[Biweekly Summary](#)

Sammy Samsonson
 Location Sam's Care #001
 123 New Address
 Anytown WI 45454
 Contact Phone 454-545-4545

Select this option if you do not want to receive authorization notices in the mail.

Provider Number 1800039431
 Facility Number 1122390
 Facility Name Sam's Care
 Licensor Name Lena Licensor
 Certifier Name Door Certifier

Authorization Notices Mailing Options

Please select how you would like to receive Authorization Notices:

I no longer wish to receive Authorization Notices by mail. I will print them through this site if needed.

I wish to receive Authorization Notices by mail.

Save Request >

The Authorization Notices Mailing Options page will be displayed. From there the provider will select the button to indicate that they no longer wish to receive these notices in the mail.

Sammy Samsonson
 Location Sam's Care #001
 123 New Address
 Anytown WI 45454
 Contact Phone 454-545-4545

After selecting to not receive notices by mail you can find the begin date, the option selected, and the person who made this change. Select the link of the User ID to see the name of the staff person who selected this option.

Provider Number 1800039431
 Facility Number 1122390
 Facility Name Sam's Care
 Licensor Name Lena Licensor
 Certifier Name Door Certifier

List of Authorization Notices Mailing Options

Showing 10 records per page
 Page 1 of 1 - Records 1-1 of 1

Begin Date	End Date	Status	Last Updated Date	Updated User ID	
10/18/13		Do Not Send Authorization Notices By Mail	10/18/13 08:25 AM	W01251	View History

Showing 10 records per page
 Page 1 of 1 - Records 1-1 of 1

[New Authorization Notices Mailing Options Request](#)

When local agency staff select this link current status is displayed along with the date this option was selected. You may also find the child care provider's staff person who selected the option by clicking on the User ID.

Child Care: Provider Location Details Logout

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Location

[Location List](#)

Location Details

[Confirmation Option](#)

[License/Certification](#)

[CCPI User\(s\)](#)

Correspondence

[Request Paperless Authorization Notices](#)

[YoungStar Details](#)

Attendance

[Enter Attendance](#)

[To Do List](#)

[Weekly Summary](#)

Sammy Samsonson
Location Sam's Care #001
 123 New Address
 Anytown WI 45454
Contact Phone 454-545-4545

Provider Number 1800039431
 Facility Number 1122390
 Facility Name Sam's Care
 Licensor Name Lena Licensor
 Certifier Name Door Certifier

Provider Location Details

Headquarters Yes

Contact Name Sam Samson

Payment To Sammy Samsonson
Payment Made By Check
Payments Will Actually Be Sent To Issued To Headquarters
 123 New Address
 Anytown WI 45454

If you choose to not receive authorization notices in the mail, you will be able to view and print them from the "Correspondence" link.

The print version of the Authorization Notices remain available for viewing and printing from the Correspondence link on the Location menu.

Child Care: List of Correspondence Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin

Location

[Location List](#)

[Location Details](#)

[Confirmation Option](#)

[License/Certification](#)

[CCPI User\(s\)](#)

Correspondence

[Request Paperless Authorization Notices](#)

[YoungStar Details](#)

Attendance

[Enter Attendance](#)

[To Do List](#)

Sammy Samsonson
Location Sam's Care #001
 123 New Address
 Anytown WI 45454
Contact Phone 454-545-4545

Provider Number 1800039431
 Facility Number 1122390
 Facility Name Sam's Care
 Licensor Name Lena Licensor
 Certifier Name Door Certifier

View Information From To

List of Correspondences

Mailing Date	Description	
*10/22/2013	Child Care Authorization Information	View
* Provider Opt out of receiving authorization notices by mail.		

The date the authorization notice would have been mailed is indicated here. You will also see the asterisk to indicate that Opt-Out has been selected.

Select this link to see and print the authorization notice that would have been mailed on 10/22/13

Payments

Electronic Funds Transfer (EFT)

Child care providers are encouraged to use the EFT payment method instead of checks. The EFT payment method is the fastest and most secure way of receiving payments.

Child care providers must complete the Child Care Electronic Funds Transfer authorization form. Follow this link to a PDF version of the form:

<http://dcf.wisconsin.gov/files/forms/doc/392.docx>

Child care providers must send the completed form to the

<http://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf> in the county/tribe. The list of coordinators can be found at: <http://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf>.

Payment Issuance by Date

Payment information can be searched By Date, By Quarter, By Family/Child, Overpayments, or by 1099 Summary by using the navigation menu at the left side of the screen.

Payments
By Date
By Quarter
By Family/Child
Overpayments
1099 Summary
Reports

To find information regarding payments subsidy payments listed by the issuance date, click on the *By Date* link on the left-side navigation menu. The issuances are listed in chronological order with the latest issuance on to bottom of the page. This page is defaulted to show the last 6 months of issuances, however, if you want to modify the list or look at past issuances, you can change the *Begin* and *End Dates*.

Patty Cake Day Care
Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Notice that you can search by begin and end dates and select specific issuance dates to see details for that payment.

Payment by Issuance Date

Issuance Begin Date * 10/24/2012 Issuance End Date * 4/24/2013

Issuance Search - from 10/24/12 to 04/24/13

Dates	Gross Amount	YoungStar Amount	Net Amount*	Check/EFT Amount	Check/EFT Number	Check/EFT Date	Payment Method
12/08/12	\$477.75	\$133.42	\$611.17	\$611.17			Check
12/15/12	\$1,017.71	\$254.40	\$1,272.11	\$1,272.11			Check
12/15/12	\$904.00	\$226.00	\$1,130.00	\$1,130.00			Check
12/15/12	\$194.40	\$19.44	\$213.84	\$213.84			Check
12/22/12	\$1,273.11	\$183.90	\$1,457.01	\$1,457.01			Check
12/29/12	\$716.76	\$179.18	\$895.94	\$895.94			Check
01/12/13	\$757.81	\$189.43	\$947.24	\$947.24			Check
03/16/13	\$10.00	\$0.00	\$10.00	\$10.00			Check
Total:	\$5,351.54	\$1,185.77	\$6,537.31	\$6,537.31			

* Note: The above payment amounts may not include all recovered/returned payments.

Issuance Details

To find the details of any issuance select the issuance date (see previous screen shot) The *Issuance Details* page displays the reported attendance that has been included in a specific issuance.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
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Payment Information for Issuance on 12/08/12

Total Check/EFT Amount \$611.17	Total YoungStar Amount \$133.42	Check/EFT Number
Gross Amount \$477.75		Total Net Amount \$611.17

Showing records per page
Page 1 of 1 - Records 1-6 of 6

Case Number	Child's Name	Date Of Birth	Attendance Begin Date	Pay Type**	Gross Amount*	YoungStar Level	YoungStar Amount	Net Amount	Auth Hours	Auth Type	Actual Hours	Paid Hours
3700539631	August, Andy	01/01/08	09/04/11	NAJ	(\$56.00)			(\$56.00)	0	Enrollment	0	0
5700547350	Jones, Baby	01/25/12	10/28/12	ATD	\$93.50	5 Stars	\$23.37	\$116.87	22	Attendance	22	22
5700547350	Jones, Baby	01/25/12	11/04/12	ATD	\$93.50	5 Stars	\$23.37	\$116.87	22	Attendance	22	22
5700547350	Jones, Baby	01/25/12	11/11/12	ATD	\$127.50	5 Stars	\$31.87	\$159.37	22	Attendance	30	30
5700547350	Jones, Baby	01/25/12	11/18/12	ATD	\$106.25	5 Stars	\$26.56	\$132.81	22	Attendance	25	25
1700470019	Silverado, Sten	01/24/08	11/18/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20

Payment Issuance by Quarter

From the navigation menu at the left side of the page, select *By Quarter*. This page displays issuances by quarter and includes the annual total amount.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
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Notice that you can search by year.

Change Payment Year:

Payment Information for 2013 by Quarter				
Quarter	Total Check/EFT Amount	Total Gross Amount	Total YoungStar Amount	Net Amount*
1st Quarter	\$957.24	\$767.81	\$189.43	\$957.24
2nd Quarter (as of 04/24/13)	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$957.24	\$767.81	\$189.43	\$957.24

* Note: The above payment amounts may not include all recovered/returned payments.

Search Payment Issuance by Family/Child

This page list the payment issuance information pertaining to either a family (all children in one case) or by a particular child. To access this page, click on the “By Family/Child” link and conduct a search.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632						Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name						
Case Number 1700470019 PIN 1101188910			Child Care Agency Dane County Child's Name Silverado, Sten									
Payment Information from 10/24/12												
Showing <input type="text" value="100"/> records per page Page 1 of 1 - Records 1-10 of 10												
Dates	Child's Name	Date Of Birth	Attendance Begin Date	Pay Type**	Gross Amount*	YoungStar Level	YoungStar Amount	Net Amount	Auth Hours	Auth Type	Actual Hours	Paid Hours
12/08/12	Silverado, Sten	01/24/08	11/18/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
03/16/13	Silverado, Sten	01/24/08	11/18/12	PAJ	\$10.00			\$10.00	0	Attendance	0	0
12/15/12	Silverado, Sten	01/24/08	11/25/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
12/15/12	Silverado, Sten	01/24/08	11/25/12	ATD	\$141.25	5 Stars	\$35.31	\$176.56	20	Attendance	25	25
12/15/12	Silverado, Sten	01/24/08	12/02/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
12/15/12	Silverado, Sten	01/24/08	12/02/12	ATD	\$129.95	5 Stars	\$32.48	\$162.43	20	Attendance	23	23
12/29/12	Silverado, Sten	01/24/08	12/09/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
12/29/12	Silverado, Sten	01/24/08	12/16/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
01/12/13	Silverado, Sten	01/24/08	12/23/12	ATD	\$124.30	5 Stars	\$31.07	\$155.37	20	Attendance	22	22
01/12/13	Silverado, Sten	01/24/08	12/30/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
Showing <input type="text" value="100"/> records per page Page 1 of 1 - Records 1-10 of 10												
*Note: The above payment amounts may not include all recovered/returned payments.												
**Pay Types: ATD Attendance PAJ Positive Adjustment NAJ Negative Adjustment YSI YoungStar Initial YSR YoungStar Retroactive REG Registration Fee												

The system displays the issuances for the last 6 months; however, you can adjust the time period on the search page.

Example: A book-keeper in a large group center wants to know how much the subsidy paid for a child during a specific period. To view this information, the book-keeper would enter begin and end dates and then hit the *Search* button.

Overpayments

The status of overpayments can be viewed by clicking on the *Overpayments* link on the left-side navigation menu. In this section, you will be able to view information regarding any outstanding overpayments made to the provider location/site.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632				Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name			
Overpayment Information							
Showing <input type="text" value="10"/> records per page Page 1 of 1 - Records 1-6 of 6							
Child's Name	Date of Birth	Attendance Begin Date	Adjustment Amount	Adjustment Reason	Adjustment Category	Balance Due	Adjustment Creation Date
Jones, Baby	01/25/12	12/09/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Jones, Baby	01/25/12	12/09/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Jones, Baby	01/25/12	12/16/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Jones, Baby	01/25/12	12/16/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Silverado, Sten	01/24/08	12/09/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Silverado, Sten	01/24/08	12/16/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13

Overpayment Information Section	
Child's Name	Name of child for whom the overpayment was made. The name also works as a link to the Overpayment Collection Details.
Date of Birth	The Date of birth of the child for whom the overpayment was made.
Attendance Begin Date	Week of attendance for which the overpayment was made
Adjustment Amount	Total amount being adjusted

Adjustment Reason	The reason for the adjustment
Adjustment Category	There are 3 possibilities: AE: agency error (recouped up to 10% of issuance) PE: provider error (recouped up to 25% of issuance) IPV: intentional program violation (recouped up to 50% of issuance)
Balance Due	The total amount due
Adjustment Creation Date	The date the adjustment was made.

1099 Tax Statements

Child Care providers that are operating as any business structure other than a Corporation will receive a 1099 tax statement in the end of January. The statement includes the total amount of subsidy payments issued to the provider, if \$600 or more has been paid in the calendar year.

To check the business structure as documented in the Wisconsin Shares payment system, refer to the navigation menu at the left side of the screen and select the *Location List* link.

This amount must be reported to the IRS and must be claimed when the provider files taxes for the year.

Provider Number : 8800039458 **Owner Type :** Individual/Sole Proprietor/Partnership

1099 Address : 123 Main St
Anytown WI 45454

Change Payment Year: 2012

This amount will be reported to the IRS.

1099 Information for 2012			
Tax ID	Tax ID Type	Name	1099 Amount
82-3232522	FEIN	Patty Cake Day Care	* \$7,356.26

Note: * This screen is for informational purposes only and may not reflect all corrections or adjustments to this account. It is not intended as a final document for income tax purposes.

Creating and Printing Reports

Another valuable service on the CCPI web site is the ability to create and print customized reports with specific information about authorizations and payments. Providers can choose one or all of their locations, and then create one of four reports by dates that span up to six months.

To begin creating and printing reports, simply click on the “Report” tab at on the main navigation bar, or from the menu at the left or the screen. You can select:

- Attendance Reports,
- Authorization Reports, or
- Payment Reports.

Authorization Reports

Authorizations Ending as of a Selected Date

This report lists children whose authorizations for the location are ending as of a selected date. The report will display all authorizations that end as of the following Saturday of the selected date (when there is no authorization for that child beginning the next day).

This report allows providers to view children who have authorizations to the location for a specified time frame. The time frame can be in the past, current or in the future, however, the maximum time span is six (6) months.

Payments Reports

Payments for a Selected Period

This report displays the children authorized to the site for which a payment was issued. The time frame for the payment issuance must be in the past and cannot span more than 6 months.

Remittances for a Selected Date

This is the same remittance report that is mailed to the providers with checks and EFT statements. Enter a desired issuance date to see a list of children that the issuance covered.

Overpayments

This report lists current overpayments to the site. This report does not display historical information.

Where to Go for Help

If you are having trouble navigating CCPI, review the FAQ section of the CCPI web page and review this User Guide;

Contact the Child Care Help Desk for further assistance with CCPI: childcare@wisconsin.gov

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please call 608-422-6080 or 888-692-1382 (TTY). For civil rights questions, call 608-422-6889 or 711 (TTY).