# CareConnect Mobile - Attendance and Submission

1. Log Attendance

Step A. Open the CareConnect Mobile app on your smart device and log in to your account using your email and password for your CareConnect account.

→ Tap on **Claim & Time Sheet** section

Note: If there are any missing children's attendance sheets, please contact the parent's CDR specialist listed on the Notice of Communication (NOC) at (805)485-7878 to confirm if childcare has been approved.
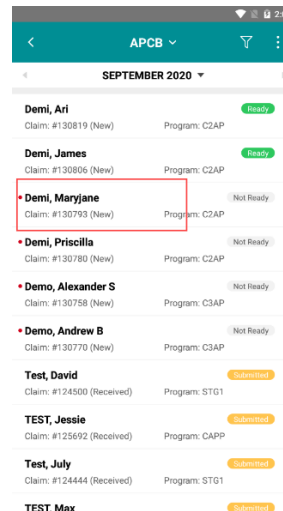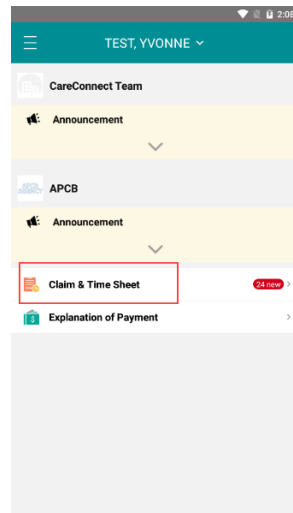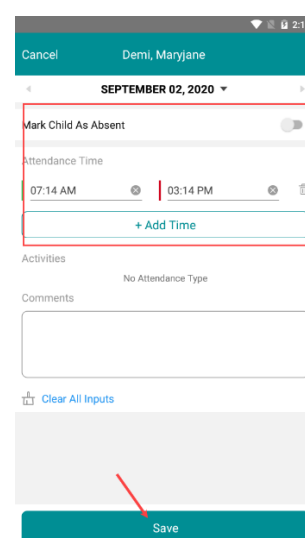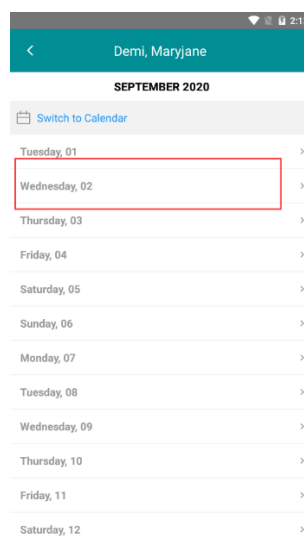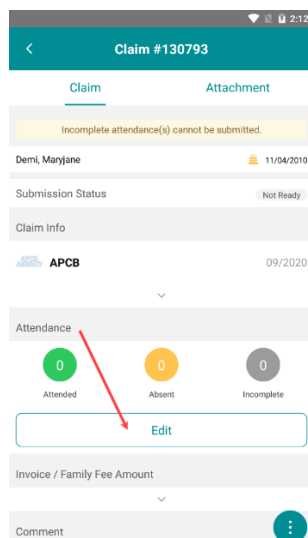

Step B. → Tap on a **child's name** to manage attendances for that child.

Step C. → Tap **Edit** under **Attendance** section to enter or review attendance hours.

Step D. → Tap each date to enter the attendance hours and/or mark the child as absent.

When the child is absent, use the comments box to add the reason while the child is absent.
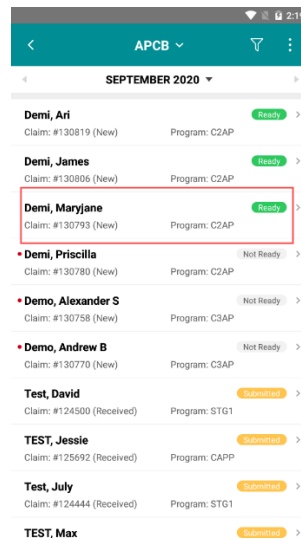
→ Tap **Save** once done.

2. Submit Attendance

Step A. Once the attendance for the service month is completed, submit the childcare attendance sheet to CDR digitally from CareConnect Mobile.

Note: Children with completed attendances will have a **"Ready"** *status.*

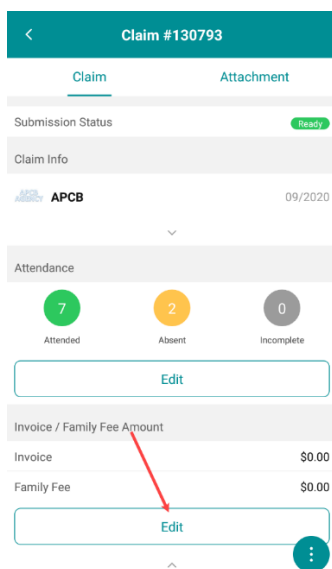**Step B**. → Tap the **child's name** you wish to submit.

*Once the submission process is completed, the attendance cannot be changed.

Step C. Under **Invoice / Family Fee** section, enter the collected Family Fee amount for the service month, if applicable.

*Note: A recommended amount for the family fee collection will be displayed if applicable. This does not apply to all providers. If providers do not to collect a family fee from the parent, **skip step c and move to step d.***

Family Fee
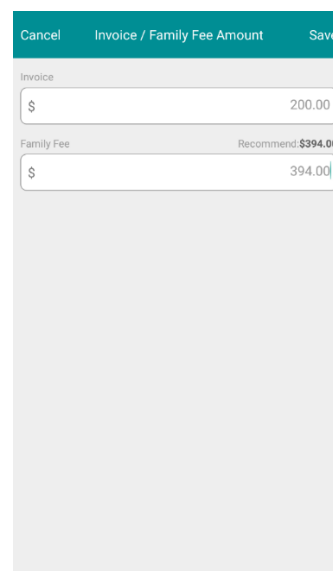
Step D. Under **Comment** section → tap **Edit** to add any additional comments for the service month in the box if necessary.

Step E. When ready to submit the attendance to the childcare Agency → Tap the **Menu** button on bottom right **(see arrow).**

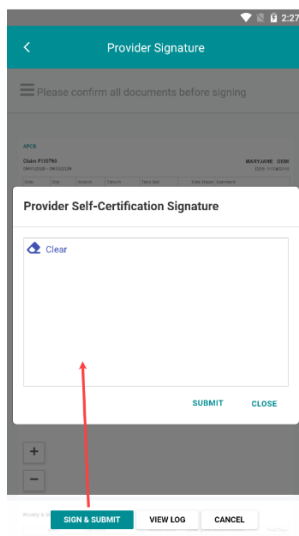To submit attendance →Tap **Submit Attendance**.

menu

Step F. A confirmation page will display. Once you confirm the information is correct, **check** the box ☑ to certify care has been provided → Tap **Continue**.

Step G. Review the attendance information one last time.
→ Tap **Sign & Submit**
Sign your full signature in the box and → Tap **Submit.**

Step H. Allow 15 to 20 minutes for the submission process to complete.

Note: You can pull down on the claim page or exit and re-enter to refresh.

Step I. Once the submission is complete, the status will change to **"Ready for Parent".**
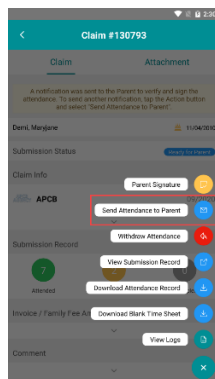
A notification is automatically sent to the parent by email and/or SMS text based on the contact information on file with CDR.

This notification will contain an option for parents to sign, certify, and confirm the attendance on their own device.
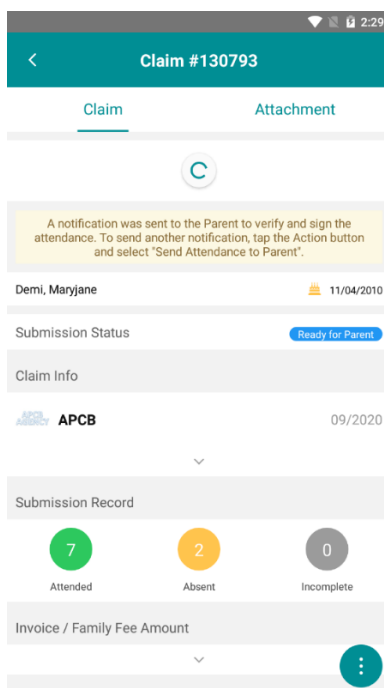
Step J. If you need to send another notice to the parent, if needed:

→ select **Send Attendance to Parent** on the bottom right menu.

Step K. If the parent does not have a reachable email or cell phone number, or you would like the confirmation to be signed in-person, you can tap the **menu** button and → select **Parent Signature**

This option allows the parent to sign in-person on the provider's device.
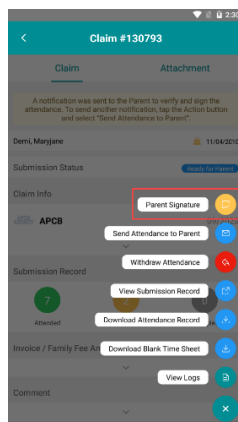
NOTE: CDR may request a secondary verification of the parent's signature prior to releasing reimbursement.

Step L. Parents can review the attendance first:

→ tap **Sign & Submit**
→ **Check** mark the certification box ☑
→ **Sign** with their full signature inside the box
→ **Submit**

Step M. Once parent has signed, the claim will automatically be sent to CDR withing 15-20 minutes and the claim status will change to **"Submitted".**