



Statewide Provider Portal - VPK Attendance Process

Log into your account



Go to the following Provider Portal link to log into your account.

<https://providerservices.floridaearlylearning.com>

Before getting started

Make sure the following prerequisites are in the statewide Provider Portal before submitting a VPK attendance roster.

- Active provider profile
- Certified VPK provider application
- Certified VPK-20 contract
- Enrolled VPK children

How to submit VPK Attendance

1. From the Provider dashboard, go to the **Attendance** menu item.
2. Select **Manage VPK Attendance**.
3. On the VPK Attendance Roster, select a Service Period and Class ID. (The blue summary box to the right contains class details such as the class full name, start and end dates, max class size, etc.)
 - a. Start with the oldest service period available (i.e. the month the class started).
 - b. Note, a service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period.
 - c. Providers with multiple classes must submit an attendance roster for each class for payment.
 - d. Children that are "Enrolled" are included on the VPK attendance roster.
 - e. The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status).
 - f. The summary feature shows the current/saved attendance information for all children in one view.
4. Click on a child's name to view their attendance for the month.
 - a. Days the site is closed are marked with an asterisk "*."
 - b. Days the child is scheduled to attend are marked with an "X" for present.
 - c. A legend is provided in the bottom right for more code descriptions.
 - d. If a child has terminated/transferred from your program follow these menu options to terminate. Enrollments - Mange VPK Enrollments – Request/Change Enrollment then hit the red terminate button for that child and enter the last day of services and reason. This will pre-populate a T on that child's attendance and must be completed before attendance is submitted.
5. To change a present day to absent, click on the "X." The "X" for present will now appear as an "A" for absent.
 - a. Absences entered by mistake can be changed back to present by clicking on the "A."
6. While not required, it is recommended to click **Save** (below the calendar) before moving on to another child.
7. Repeat steps 4 and 5 to record absences for each child.

8. When all child absences are marked for the month, click **Save**, then click **Submit to Coalition** button.

The screenshot shows the 'VPK Attendance Roster' interface. At the top, there are fields for 'Program Type' (VPK), 'Service Period' (9/1/2018 to 9/30/2018), and 'Class ID' (AF18). A 'Summary' button is visible. A table lists 10 enrolled children with columns for Child Name, DOB, Age, Billing Group, and Status. The 'Attendance Calendar' for September 2018 shows attendance marked with 'X' for present and 'A' for absent. A 'Child's Current Information' box shows details for Payday Latham, including DOB, Age, Class, and a 'Monthly Attendance Summary' showing 14 days present and 1 day absent. At the bottom right, there are buttons for 'Save', 'Save & Exit', 'Cancel', and 'Submit to Coalition'. An orange arrow points to the 'Submit to Coalition' button.

9. The next page displayed is the **Sign and Certify** page.

- a. Note, when attendance is submitted after the service period due date, a provider message appears. Clicking **Continue** brings up the **Sign and Certify** page.

10. The **Sign and Certify** page summarizes the information for each child and an electronic signature is required.

11. Read the certification statements.

12. Enter first and last name in the **Full Name** field, check the box for **Certify by electronic signature**, and click **Submit**.

- a. Note, to abandon the submission, click **Cancel**.

The screenshot shows the 'Sign and Certify' page. It starts with a certification statement: 'By signing this form I certify that: I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct. I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.' Below this is the 'Authorized Electronic Signature' section, which includes a 'Full Name' field, a 'Certify by electronic signature' checkbox, and a 'Submission Date' field showing 10/14/2018. At the bottom, there are 'Submit' and 'Cancel' buttons. An orange arrow points to the 'Submit' button.

13. Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

In addition: Enrollment changes, such as changing start dates and entering terminations, can be made in the Enrollment area, not Attendance. These changes should be addressed prior to submitting attendance.