



Statewide Provider Portal – SR Attendance Process

Sign into your account



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

<https://providerservices.floridaearlylearning.com>

How to submit SR Attendance

1. From the Provider Portal dashboard, go to the **Attendance** menu item.
2. Select **Manage SR Attendance**.
3. On the SR Attendance Roster, select a Service Period and Coalition.
 - a. Start with the oldest service period available with enrollments (i.e. **7/1/2019 to 7/31/2019**).
 - 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. A due date is displayed for each service period.
 - c. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.
 - d. Children that are “Enrolled” or “Pending Parent Acceptance” are included on the SR attendance roster. Children that are “Pending Parent Acceptance” are listed first and have an initial status of “PND”; children that are “Enrolled” do not have an initial status. When “PND” children are listed, a provider message will also appear. Clicking **OK** dismisses the message.
 - 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. Children that are listed on your attendance that are no longer enrolled at your site will need an end (terminate) enrollment completed before attendance is submitted. **(See the Provider Guidance – View a SR Certificate or End (terminate) a Child Enrollment document.)**
 - g. 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 not scheduled to attend are marked with "NS."
 - c. Days the child is scheduled to attend are marked with an "X" for present along with his/her scheduled unit of care.
 - d. Paid holidays where a child is also scheduled to attend are marked with an "H."
 - e. A legend is provided in the bottom left for more code descriptions.
 - f. Note, the "Child's Current Information" displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child's enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the "Child's Current Information" area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

****Contact the coalition when:** paid holidays are missing from the attendance calendar, information on the roster is incorrect (such as child's date of birth, billing group, unit of care, scheduled days, termination date, etc.), enrolled children are missing on the roster, children appear on the roster more than once, or absences get saved multiple times on the same day. These issues should be addressed prior to submitting the roster.

5. To change a present day to absent click on the "X." A pop-up message appears to collect more information.
 - a. Select an absent reason from the dropdown.
 - b. Include a message to the coalition regarding the absence in the Note area. (*optional for most reasons*)
 - c. Attach a file for supporting documentation by clicking **Choose File**. (*optional*)
 - d. Click **Save** when done and the pop-up message will close.
 - e. The "X" for present will now appear as an "A" for absent.
 - f. Note, consecutive absences must be entered per day (i.e. there isn't a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
 - g. Absences entered by mistake can be changed back to present by clicking on the "A." A message will appear to confirm the change. Clicking **Yes** removes the saved absence information, deletes the document, and changes the "A" for absent to "X" for present.
 - h. If the system saves the absences more than once, please notify the coalition for assistance before submitting the roster.
 - i. While not required, it is recommended to click **Save** (below the calendar) before moving on to another child.
6. Repeat step 5 to record absences for each child.

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

Program Type*: SR School Readiness (SR)

Service Period*: 9/1/2018 to 9/30/2018 Due Date: 10/3/2018

Coalition*: ELC of TALLHASSEE

Attendance has NOT been submitted to ELC of TALLHASSEE.

Care Level: INF, TOD, PR3, PR4, PR5, SCH
Hours Of Operation: M-F 6:00am-6:00pm
SR/Local Funding Students: 8
Paid Holidays: 2018-09-03

1 to 8 of 8 enrolled

Child Name	DOB	Age	Billing Group	Status
1.	2/23/2014	4y	BG8	
2.	1/23/2018	8y	BG1	PND
3.	5/28/2013	5y	BG1	
4.	12/12/2016	1y	BG1	
5. Test Test	6/7/2012	6y	BG1	
6.	2/1/2011	7y	BG8	
7.	9/23/2017	1y	BG1	
8.	5/8/2015	3y	BG1	

September 2018 Attendance Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Child's Current Information

Name: Test Test
DOB: 6/7/2012 Age: 6
Copay: \$1.25 BGrp: BG1
Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 8/7/2018

9/21/2018 Absences

Days Absent: 1
Days Present: 9
Reimbursed Holidays: 1
Non-Reimbursable Days: 8

Save Save & Exit Cancel Submit to Coalition

- The next page displayed is the **Sign and Certify** page.
 - Note, when attendance is submitted after the service period due date, a provider message appears. Clicking **Continue** brings up the **Sign and Certify** page.
- The **Sign and Certify** page summarizes the information for each child and an electronic signature is required. Read the certification statements.
- Enter first and last name in the **Full Name** field, check the box for **Certify by electronic signature**, and click **Submit**. To abandon the submission, click **Cancel**.

By signing this form I certify that:

- I have examined this SR 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.

Authorized Electronic Signature

Full Name*:

Certify by electronic signature*

Submission Date: 9/16/2018

Submit

Cancel

- Upon submission, the screen returns to the SR 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.

SR Attendance Roster

Program Type: SR | School Readiness (SR) | Due Date: 10/3/2018

Service Period: 9/1/2018 to 9/30/2018 | Coalition: ELC of TALLAHASSEE

Submitted Message: Roster was submitted to ELC of TALLAHASSEE on 10/14/2018 by alatham77+OELprovider@gmail.com.

Child List:

Child Name	DOB	Age	Billing Group	Status
1. NewTestChild CCAABaby	1/23/2018	0y	BO1	✓ SUB
2. Government Entry	5/26/2013	5y	BO1	✓ SUB
3. Jane Stone	12/12/2016	1y	BO1	✓ SUB
4. Test Test	6/7/2012	6y	BO1	✓ SUB
5. Birdy TestChild	2/23/2014	4y	BO8	✓ SUB
6. NotCCAAChild TestFamily	2/1/2011	7y	BO8	✓ SUB
7. RAL CCAAs Testing	9/23/2017	1y	BO1	✓ SUB
8. baby testy	5/8/2015	3y	BO1	✓ SUB

Attendance Calendar: September 2018

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23	24	25	26	27	28	29
30	1	2	3	4	5	6

Legend: X Enrolled/Present, A Absent

Buttons: Save, Save & Exit, Cancel, Submit to Coalition

Special Note: Enrollment changes, such as end (terminate) a child enrollment must be made in the Enrollment area, not Attendance. These changes must be completed prior to submitting attendance.